





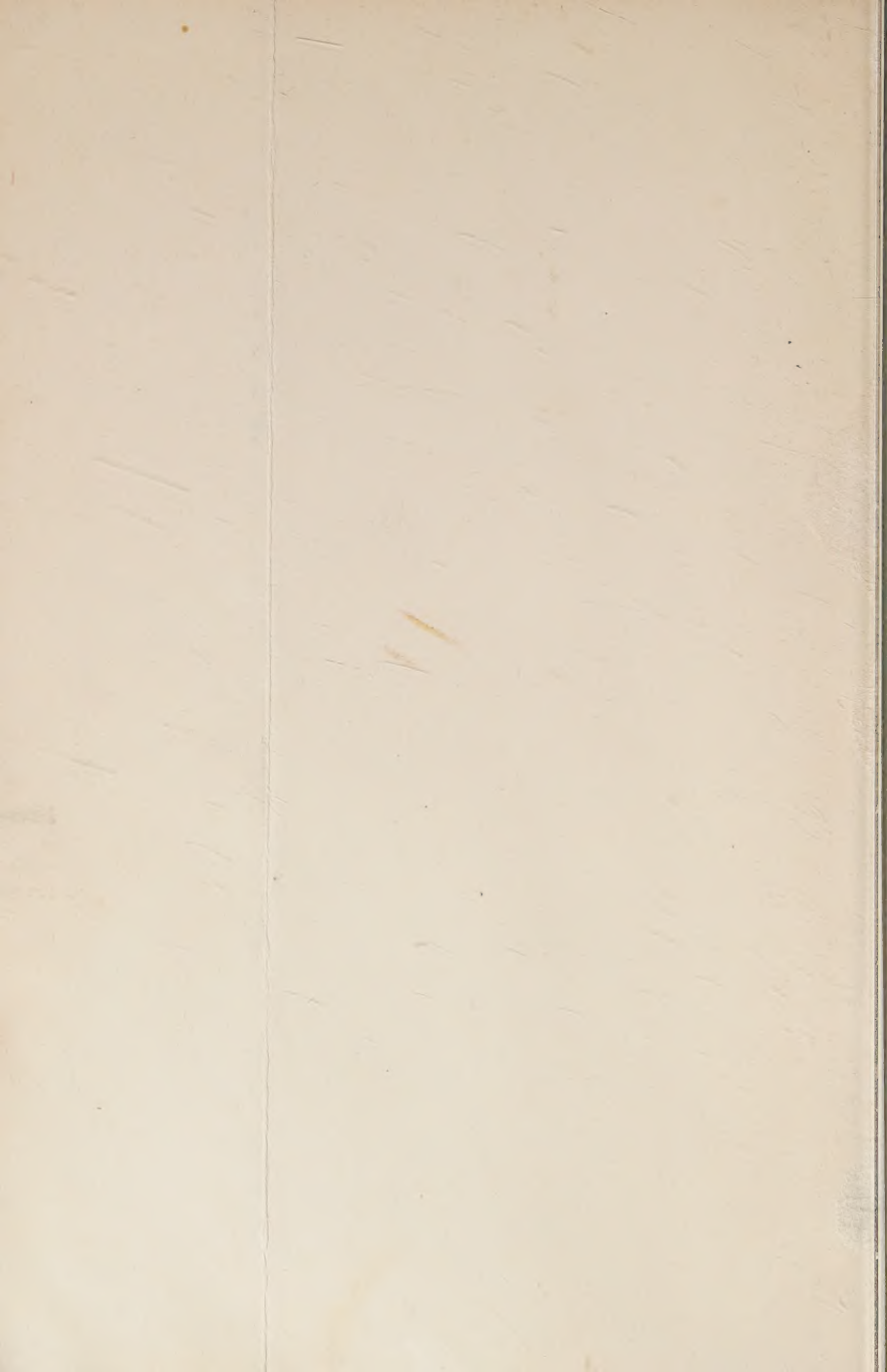
The Fifth Series





The Fifth Series







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ETIQUETTE, JR.

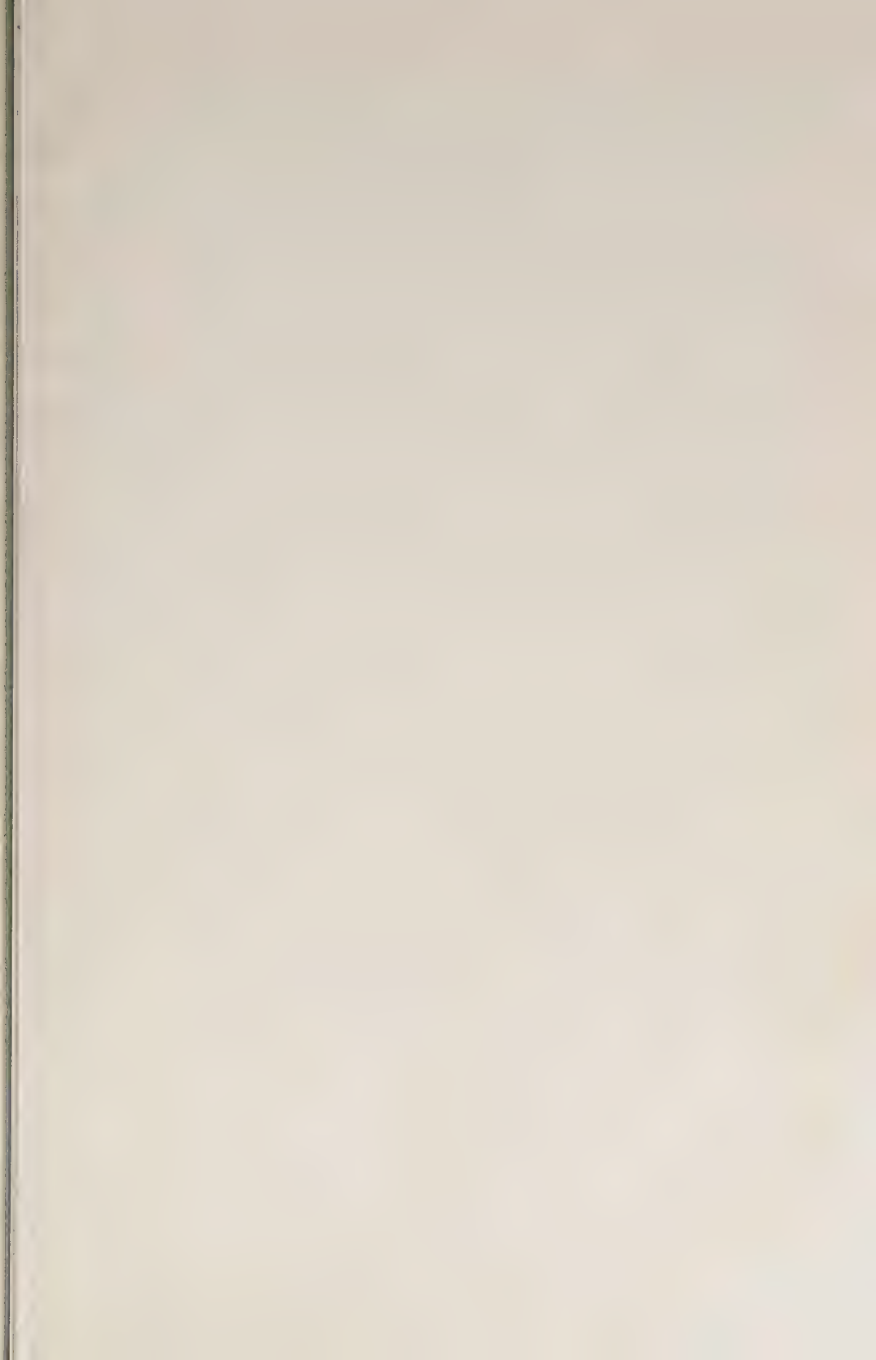




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GRACIOUS HOSPITALITY IS AN ART YOUTH SHOULD
GROW UP WITH

When Betty brings out mother's best china and invites Bob in for a cup of tea, she is not only setting tea to swing time in the modern American manner, she is also taking the first step towards her future poise and popularity as a hostess.

What Every Child Should Know LIBRARY

ETIQUETTE

EVERY CHILD SHOULD KNOW

By

MARY E. CLARK

and MARGERY CLOSEY QUIGLEY



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"Manners will carry you whar money won't"

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TABLE MANNERS



CHAPTER I

TABLE MANNERS

THIS section on table manners runs on and on, with dozens of DON'TS at every turn; for the way in which we eat is one of the most important matters connected with etiquette.

Table manners!

Why table manners?

Because any disregard of standards at the table will probably give the sinner an attack of indigestion ultimately.

Because such a lapse will probably spoil the course for one's vis-à-vis. Put yourself in his place.

Very well, then: good table manners usually bless

with abundant health those who observe all the rules—and they certainly are a boon to those who must watch others eating. Perfectly unoffending people must eat opposite others three times a day, and every day for at least forty or fifty years. Their only protection during that long period from horrible sights and sounds at table lies in the scrupulous observance by their table companions of every rule of good table manners.

But—

Do not look down upon the person whose table manners are not all they should be!

Daniel Webster's mother was a staunch believer in good table manners, too, but she went after her results indirectly. A country lad who ate in a particularly unpleasant fashion came to spend the winter with the Websters.

"Daniel," Mrs. Webster is supposed to have said in effect, "to-night at the supper table, deliberately commit the social error to which our young visitor clings. Then I will chide you thoroughly in words of one syllable."

Daniel did it; and after that, the guest didn't.

And the moral of that is: If you do not like someone else's table manners, do not tell him so directly. There are gentler ways to get the desired result. For instance, lend him this book.

Above all else, don't put a dinner invitation to the test of being late.

Formal rules of etiquette state that a hostess need wait only twenty minutes for a tardy guest before beginning the dinner without him. In that twenty minutes, a hostess has time to grow thoroughly provoked and restless. Do not be the person to test her forgiving spirit. Do not, however, arrive more than ten minutes ahead of time.

At home, when the meal is announced, go to the dining room promptly. Don't say, "Oh, I forgot to wash my hands!" "Just let me finish this chapter, please!" If you do, you will probably be the person who complains loudly because the meat is cold, and the vegetables lifeless, and because you have missed part of the conversation.

If you know in advance that you will be late to luncheon or dinner at home, make definite arrangements beforehand with your mother.

One hurdle before eating may begin has to do with seating.

If you are attending a somewhat formal dinner, the host goes into the room first, the hostess last. Small cards, each bearing the name of one of the guests, are sometimes laid at the different places, and from these cards the guests find their seats. Equally often, however, the hostess simply indicates by a

few words the places where she wishes the guests to sit.

Whether fainting from hunger or not, the guest must not instantly collapse into his seat, but must wait until the hostess makes some move which indicates that all may be seated. If it is a meal at which men and women both, or boys and girls, are present, then each boy assists the lady on his right to be seated.

The man or boy stands behind the lady's chair and draws it out from the table for her, far enough away from the table for the lady to seat herself comfortably. A foot between the front of the chair seat and the edge of the table is usually a comfortable distance. After the lady has seated herself, the boy waits just a second or two, then pushes the chair plus contents gently toward the dining table.

Both knees should be well under the table and not crossed. Feet should be on the floor. Feet, *but not knees*, may be crossed if you are more comfortable and relaxed in that way. Feet should never be coiled around rungs of chairs or rest on the base of legs of the table.

NAPKINS

Many amazing people sit down at the table and practically shout, "Let's go!" They do not recognize

the conventions to be observed before the first bit of food or drink may cross the lips.

There is the napkin, which has definite rules for furling and unfurling, and which is a necessity, not a stumbling block.

Napkins are of three general sizes:

The small square, folded in a triangle, is used at some luncheons, with refreshments, such as tea in the afternoon, and fruit punch or lemonade on hot summer evenings.

The medium-size white linen napkin is used at rather more formal luncheons, at breakfast sometimes, and at family dinner.

The dinner napkin is very large, eighteen inches square, at least.

The proper place for the napkin just before one begins to eat is on the lap.

(No: not under the chin nor tucked into blouse or vest!)

The napkin is completely unfolded if it is small or of medium size; only half unfolded if it is large.

Breakfast, luncheon, or dinner over, lay the napkin at the left of the plate. It is refolded only when it is to be used again by the same person.

In using the napkin, do not scrub your lips with it, but touch it lightly to your lips. Always use the napkin in this way before taking a drink from a glass.

SEATING

Do not slump; sit up straight!

Do not let down your standards for a minute.

These rules of seating and of using a napkin should be observed as strictly when one eats alone as at a state dinner at the Governor's. A malted milk at a lunch counter, or a raisin bun and a cup of coffee in a cafeteria, require as much attention to good form from the consumer as would dinner at one's most pretentious relatives'.

Fiddling with the glass and the silver and lolling on the table are always taboo.

Almost every boy or girl at some time has started talking glibly at the table, to find that, in the middle of a sentence, a great silence has fallen upon the others while he is left prattling on. The group sits watchfully waiting to say grace.

A guest may be saved from thus appearing disrespectful or irreligious in two ways. One is for the mother to say as soon as the guests are seated, without allowing more than a moment to elapse, "Father always asks a blessing," or words to that effect. The other way of avoiding embarrassment is for the guest to observe the hostess's behavior in regard to her napkin. The napkin is not lifted from the table or plate until after grace has been said. If the guest waits to begin conversation and to take up his napkin until he

has seen the hostess take up hers, he may be sure he will not offend unwittingly.

THE LURKING TRAGEDY

The chances are that an accident will some day happen to you at a friend's dinner table, probably at the time of all times that you would least choose for the casualty. As long as water and coffee and jelly exist, a certain percentage of each will necessarily be overturned upon a like number of snowy white tablecloths. Usually the tragedy is really no one's fault. Simply turn to the hostess and say, "I'm sorry." The hostess will take the situation in hand, tell you that it does not really matter—whether it does or not—and then she will give directions or will herself try to patch up the trouble. Do not keep talking about the accident.

In case of an accident at a restaurant, the waiter will take care of the situation.

If you drop a fork or spoon or knife, *do not* pick it up. It is awkward and uncomfortable for everyone for you to be scouting around the floor for the missing silver. In a restaurant, the waiter will pick it up. Even in a servantless home you will say, "I am sorry," and let it lie where it fell.

PETS AT TABLE

Pets, especially cats and dogs, should not be brought to the table or allowed in the dining room. Double

state this advice, for usually a pet at meals is about as much as a guest can bear in silence.

IN THE BOSOM OF THE FAMILY

Everyone owes it to the other members of the family or the persons with whom one is eating to be neat in appearance at the table. If a person has no share in the preparation and serving of the evening meal, then he or she must, of course, change from work or school clothes to a fresh costume. At boarding school, no one has any excuse for coming to the table in clothes in which he has exercised, or in sweater and sneakers. If you help in the kitchen, or clear the table, or wash the dishes afterward, there are always aprons to come to the rescue of your clean clothes.

People simply must come to breakfast completely dressed, with their faces washed, and their hair combed. The breakfast table is no place for uncombed hair and pajamas concealed under overcoats or kimonos. If there is any place in the world for a boudoir cap, that place is in the boudoir and not at the breakfast table.

DON'TS AT TABLE

There are half a dozen ways in which to make the atmosphere of the table unpleasant, and most of them have something to do with conversation. One of the

most disagreeable experiences to which guests have to submit is to be forced to listen to family bickerings and personalities at the table. Many a person looks back with revulsion to some of the scenes and emotional disturbances, to put it mildly, which he has had to witness as a guest at a family dinner. Arguments and quarrels and personal remarks and teasing have no rightful place at the table, guests or no guests.

Another effective way to spoil the pleasant atmosphere is to acquire foolish distastes for certain foods and then to insist on telling the world precisely what your feelings are.

To bully your mother and make her jump up from the table to wait on you, no matter what your age, is inexcusable.

Attempts at conversation with the mouth full of food are repellent to the beholder.

Next on the list of never-nevers at table come the types of bad behavior due to pure selfishness and egotism. Stuffing and gobbling, critical examination of food, picking over pieces of food instead of taking the piece nearest one on the dish, overweighing the fork with huge portions or mixtures of food, not offering a dish to the person next you before helping yourself, storing away partly eaten food in one cheek, as a chipmunk does, while energetically going after more—all these habits are unpardonable. Fortunately, they may

be easily remedied with no other investment than a little thought.

The persons who apologize for food, for "the way the house looks," or for poor service or lack of furniture or dishes, have no business giving a party. With homes, the situation is the same as with clothes. You are liked for what you are, not for what you have.

"PASSING"

A maid or a butler does not go with every American dinner table, by any means. More often than not, to save the housekeeper's steps, or because paid service is entirely lacking, the greater part of the dinner is placed upon the table before those who will eat it are seated. Many kinds of food, such as potatoes and bread, are served in a single general dish from which everyone at the table is expected to take the amount he desires. There is a regular technique of "passing" which is perfectly simple and perfectly sensible. If a general dish to be passed, the jelly for instance, is near you, pick it up when you would like some of it yourself. Before serving yourself, pass it to the person next to you and say politely, "Will you have some jelly?" The answer should be, "Yes, thank you!" or "No, thank you!"—not "Help yourself!" After the person to whom you have passed the dish has served himself, you serve yourself, then set the dish

down near you. *Never use* the silver at your own place (particularly silver you have already used) in the general dish.

If possible, after you have served yourself, put the dish within reasonable distance of a third person. If there is no place within normal reach of someone else, do not worry for fear you have committed a social error. If someone else wants the dish, he is privileged to ask for it—and will. What you want to avoid, at all events, is the bucket-brigade effect, where the dish is passed from hand to hand up and down the table, whether it reaches a person when he is taking a drink, raising a soup spoon to his lips, or is otherwise engaged.

When a plate is passed to you, take the piece of food which lies nearest you on the plate; never cast about with your eye till you see exactly the piece which suits your fancy. If you touch any article of food, you must take it, as, theoretically at least, you have spoiled it for consumption by any one else. Suspend all operations with your knife, fork, or spoon when food is being passed to you.

When you pass to another person a cream pitcher, or a sugar bowl, or any other dish with a handle, be sure to turn the handle so that it may be grasped by the person to whom you are “passing.”

At a long table, at a class luncheon, for instance, one

needs not wait for more than three or four to be served before beginning to eat. The food would be cold and unpalatable if one did.

If the maid or waiter puts a plate in front of you, leave it there. Do not insist on passing it on to another person.

At a very simple family meal, where the mother or father serves at the head of the table, the plates of food are passed from hand to hand until they come to their proper resting places. The mother or father will say this plate is for so-and-so, or some other words which will tell you where the passing ends.

Never reach for food.

All the time-worn jokes about the horrors of the boarding-house reach are not exaggerated. All of them were written by souls who had writhed when food was harpooned and muscles stretched beyond the bounds of reason.

Occasionally, one sees a person reach for articles of food, particularly slices of bread, with a fork. This is atrocious.

Ask to have what you want passed to you. The polite formula is, "Will you please pass the bread?" or "May I trouble you for the bread?" The go-between must always answer with alacrity, "Certainly!" Having attained your desire, acknowledge the courteous effort with "Thank you!"

If you have pet aversions in the way of food, prepare to shed them. It is bad form and hard on others for you to sniff or even to say politely that you do not like a given dish. No guest may be pardoned for refusing anything set before him. The theory is that no hostess will offer a guest food that is not attractive and desirable. Whether you dislike the food set before you or not, you cannot in courtesy say so. The best thing to do is to rid one's self of one's hate list.

If food is passed to you, you must help yourself to a portion of it. Do not allow your hostess to think she has chosen unwisely. The next time you see a guest refuse fish, glance at the hostess and then put yourself in her place.

In your own home you have no right to complain about any article of food, or to whine and say that you "can't see why we have that so often."

No food partly eaten must ever be taken out of the mouth, and no liquid, however hot or bitter, be spit out. If the food is very hot, then take a drink of cold water. Of course, no one expects you to swallow a bone or a fruit pit. Those are removed from the mouth by thumb and forefinger. A napkin must never be placed before the mouth to hide the act.

A napkin is, however, used over the mouth when a person chokes and coughs or sneezes. When one of these uncomfortable forms of accident happens to

you, quickly turn the head away from the table, and, if possible, entirely out of the zone of any neighbor you may have at the table. If you must use your handkerchief at the table, turn away from the table and say, "Excuse me."

Do not go to a dinner party if you have a cold.

THE SECOND HELPING

No host must ever urge upon a guest, "Just another slice!" or "Do have another helping of this!" after the guest has said, "No, thank you." Supply and demand are not always equal, by any means. No guest need feel that he must accept a second helping.

If a guest wishes to be served a second time, he must sit and starve, if necessary, until he is asked by the hostess if he would like more. In reply to the hostess's query he says, "Yes, thank you!" Then, if his plate or dish is to be "passed back" to the person who is serving, he places the silver he has been using with this course on the plate or dish well over toward the right-hand edge. Never lay fork, spoon or knife on the table, nor hold them in your hand. If a fork or spoon is involved in the transaction, neither article is turned face downward toward the plate, as one often sees done. The prongs of the fork and the inside of the bowl of the spoon are turned up. The sharp edge of the knife is always toward the center of the plate

when not in active service. The fork is placed nearer the center of the plate than the knife when both are "sent back" at the same time.

Nothing which has been in the mouth of another or has touched his lips should be offered or accepted. Half-eaten food at the table should not be passed on to someone who is desperately fond of it and willing to "finish it up."

"Not what we give, but what we share" is a favorite quotation. It is a very nice, big-hearted idea; but don't you believe it for a moment when it comes to used spoons, cups, gum, candy, apples, and food generally.

Most good cook books will contain photographs of the ways in which food is served. A service plate, for example, is suggested for the sake of neatness and comfort. This plate is placed under the individual dish which contains the main part of each course—at breakfast under the fruit, and then under the cereal, at luncheon, under the bouillon, and then under the dessert. Individual bread-and-butter plates are also very widely used.

But the larger families are, and the less outside help the mother or the head of the school "hall" has, the greater are the chances that there are not plates enough of every kind to serve the entire meal in such conventional style. Then simply figure out what will be the neatest and cleanest thing to do, and what will

not make hours of work for the housekeeper in trying to take out stains in the linen. After all, one may eat in a well-bred fashion and enjoy one's food perfectly well without service plates and bread-and-butter plates. Thousands of people have carried on the business of living high-mindedly and courteously without them for years.

How does a person know which dish, which glass, which cup at the table belongs to him and which to his next-door neighbor? Sometimes, the table is so crowded that it is difficult to decide quickly which salad is his and what glass of water to seize upon as his own.

If you will put yourself in the place of the person who has set the table, you will have no difficulty. Glasses are placed at the upper right of the main dinner plates, the bread-and-butter plate at the upper left, coffee, tea, or cocoa at the right. You may figure out the temporary ownership of silver in the same way.

Vegetables and bread and butter always go on the left; the salad and liquids, as water, coffee, tea, cocoa, and milk, on the right.

SILVER

If a given article of silver is to be used with the right hand, it will be found laid on the right-hand side of the plate; if it is to be used with the left, then it

will be at the left of the plate. The different articles of silver are arranged as they will be used, taking them systematically one after another from the outside. Forks—except oyster forks—are, therefore, at the left of the plate, because they are held in the left hand when cutting. The knives are at the right for the same reason.

One small piece of meat is cut, before another piece is cut, transferred to the mouth and then eaten. When food is actually to be transferred from plate to mouth the knife is laid down on the plate well over toward the right boundary, sharp edge of knife toward the center. The handle rests on the edge of the plate, *not on the tablecloth, not in the food*. The fork is then taken in the right hand and pressed, prongs down, into the meat. To bring the bit of meat to one's mouth, in America, hold the fork in the right hand, prongs up. (If you go to England this summer on a student tour, remember that in England forks are held in the left hand for transferring food as well as for cutting.) To eat vegetables in America, hold the fork as if it were a miniature snow shovel.

When you have finished the course, the knife and fork are laid side by side, on the plate, the fork nearer the center of the plate than the knife. The fork is laid prongs up.

At a large and formal dinner, or at a restaurant

where every known style and size of fork and knife grace the board, use the piece of silverware which is at the given moment most remote from the plate. The hostess or the waiter will have set the table in such a way that you simply use the silver in systematic order and make no effort to choose for yourself. For example, if soup appears in the form of a thin bouillon in a two-handled cup, a bouillon spoon will be at the right of your plate exactly when you want it. If oysters appear, a fork will be in the place where the rule, "One after another from the outside toward the plate," leads you to expect an oyster fork.

If you are in doubt about what to do, watch your hostess for a second or two. Suppose you have made a mistake, do not worry. Your hostess is no ogre.

The slogan to keep in your mind about silverware in its relation to courses and dinner plates is one modelled on the Scotch golfer's maxim, "Na frae the i'side oot, but frae the ootside in." You may feel as sure that the touch method of using silver will bring you out properly as the expert business pupil feels about the touch method in typing.



TABLE MANNERS 2

Forks, we are told, did not become common until the time of Shakespeare and Queen Elizabeth. The earliest known paragon of perfect manners, the Prioress in Chaucer's *Canterbury Tales*, very evidently had never seen a fork. Instead, she is featured by Chaucer because "well could she carry a morsel and well keep, that no drop fell upon her breast." But, if forks were slow in coming into popularity, they have certainly arrived and are now the most important part of table service next to the actual food itself. The safest rule to remember about forks is that, for everything which may possibly be eaten with a fork or cut with a fork, a

fork is to be preferred to any other piece of silver. If it proves quite impossible to get the food safely on the fork without assistance of some sort, one may use a small piece of bread or roll or cracker in the left hand as "push-bread."

When cutting meat with knife and fork together, the fork is held in the left hand, prongs turned down and pressing firmly into the food. The end of the fork handle is held well within the palm. The first finger partially extended, presses firmly down on the handle of the fork at a point about half an inch from the base of the prongs.

When using the fork alone to cut, one holds the fork as for vegetables, prongs up, and then presses down with the left edge of the fork. In one's effort to be firm, one must not shake the table or raise the elbow for leverage, or frown darkly.

DON'TS FOR FORKS

Don't mix food on the fork.

Don't load the fork to capacity. A fork a fourth full only!

Don't allow the silver to clatter on the dishes.

Don't reach out and spear *anything*.

There is just one correct way to eat from a spoon, and that applies to every size and shape and sort of spoon invented by silversmiths. One eats from the side of a spoon. The point, if the spoon is pointed, and the front, if the spoon is rounded, simply have no connection with one's mouth.

Spoons are laid at the right side of the plate and beyond the knife or knives. Even if a dinner guest should have no idea as to the possible function of the spoons, forks, and knives set out for him, he would have two simple ways to make himself sure: to watch the hostess and to repeat, "Nae frae the i'side oot."

Spoons should not be left in cups or bowls or small dishes, but are laid on the side of the saucer or service plate.

Never leave a spoon standing up in a cup or glass.

The knife is used to cut food which cannot be cut with a fork. In such cases, it is held in the right hand, the end of the handle well within the palm. The first finger is extended and pressed firmly—but not grimly—on the handle about a half inch from the point where blade and handle meet.

The smallest knife on the table is used to butter a bit of bread. The technique is given fully, farther along in this chapter, where bread is discussed at length. If individual pieces of butter are not already at your plate, then a general butter knife will be pro-

vided to cut off a small piece of butter and put it on your plate. *Never put your own knife in the community butter plate.* That is one place—and the sugar bowl is another—where democracy may be carried too far.

Soupspoons are considerably larger than teaspoons, and are found at the right-hand side of the plate at the extreme outer edge of the silver.

Fill the spoon only about two thirds full, and do so by pushing it gently away from you.

Take the soup from the side of the spoon, not from the tip.

Above all else, take the soup from the spoon without noise.

Do not crumble bread or crackers or a roll into the soup. Often soup is served with small squares of toast, called croutons, placed in it in the kitchen. Then, of course, you may eat the floating toast with avidity, for you have no hand in producing the combination.

Do not tip your soup plate.

Do not blow on soup.

After eating soup, the spoon is left in the soup plate, handle protruding over rim.

If the soup is served in bouillon cups, which differ from ordinary cups in having two handles, a smaller spoon with a rounded bowl is generally used, though an ordinary teaspoon may be substituted. If the soup

in the bouillon cup is cool enough, you may pick the cup up by its right-hand handle and drink it slowly, as you might tea. Do not sip it.

If you are a great believer in taking temperatures and want to know exactly what the soup, bouillon, coffee, or tea registers before you run the risk of burning your mouth, you may use your spoon once—better make it in capitals, ONCE—to test by tasting. *Never blow on spoonfuls of food*, and never pour your coffee, tea, or cocoa into a saucer to cool.

At the end of luncheon and dinner, a very small cup of coffee is often served. It is called *demi-tasse*, or, literally, half cup. Usually, the diameter of this cup is so tiny that one could never secure all the coffee in the cup without throwing back one's head a bit. Don't do this; let the coffee go and keep your reputation for good manners.

When the *demi-tasse* is served in the living room after the guests have left the dining room, do not dangle the empty coffee-cup on your knee until the maid comes to take it from you, but spy out a safe, secure spot near at hand upon which to deposit it, and put it there without commotion, or give it quietly to someone near you, to relay it to safety.

If you use sugar in your coffee, it is permissible to stir the coffee once, *and once only*, with your own spoon

after you have put the sugar in your cup. Do not leave the spoon in the cup. Place it instead on the saucer. Be sure never to put the common sugar spoon in your cup, nor to allow even the tip of it to touch your coffee.

An easy way to find out the wrong way to manage a cup is to look at the picture of the distracted Mad Hatter at the Tea Party in "Alice in Wonderland." He is all wrong. You see him lift the cup on high and wave it about in the air in his left hand, as he talks or munches at his bread and butter.

Moral: Hold the cup in the right hand by the handle.

When lemon is served with tea, a small fork is usually provided to lift the slice of lemon into the cup. As with a coöperative sugar spoon, be sure not to dip the fork in your own cup.

Do not keep poking at the lemon with your spoon after it is in the tea. If cloves are served, or lump sugar or lemon, without silver, and there is no clue to show you how to secure them neatly and successfully, let them go. Do not use your fingers. If in doubt, pass the problem up. After all, it is perfectly easy to subsist with one less item of food than is provided.

A glass should produce the following reactions from the student of good form at table:

Before drinking from a glass, one should wipe one's

lips unostentatiously with the napkin, to prevent leaving the mark of food on the rim of the glass.

Glasses and goblets should be grasped firmly toward the middle, not at the top, nor with finger over the rim.

Drink slowly.

Do not take a drink of water until all food in the mouth has been thoroughly chewed and swallowed. Drinking water is not placed on the table to wash the food down one's throat.

Never drink from a glass which someone else has been using.

In addition, remember not to hold your cup up in space while you talk, or gesticulate with it.

No plate, saucer, or bowl from which food is being eaten directly should be tilted up or lifted from the table for purpose of further conquest. For example, don't tip up your soup plate or your custard cup.

Before taking a drink of milk, wipe your mouth with a napkin to prevent staining the glass. For the sake of health, as well as quiet, with milk, be especially careful not to "gulp."

When passing a milk or cream pitcher, turn the handle toward the person who is about to take the pitcher from you. When pouring from a cream pitcher, try to pour so steadily, and bring the pitcher to an upright position so sharply, that no cream runs down the side of the pitcher. Once it begins to run

down, there is no help for it. Never use your own napkin or a piece of silver to stop the drop.

Gravy must never be acquired by "sopping" or by using a piece of bread as if it were a blotting paper. Gravy must also not be eaten with a spoon. If gravy cannot be acquired in the natural course of events along with the meat or vegetables with which it is used as a dressing, then give the gravy up as hopeless.

The rules for anti-conservation of gravy apply to sirup, sauces, and salad dressing, and to any other soft, semi-liquid food whose appeal is strong but whose consistency is unstable.

MEAT

Meat is cut and eaten one small piece at a time. Don't specialize on processes. Don't do all your cutting first, then all your eating. Remember, the dinner table is not a food factory where everything is on a piecework basis and where speed is desirable. Never raise the elbows to cut. Keep arms close to the sides, and do not raise the arms to gain leverage. Do not hold the knife and fork tensely, as if they were tire-changing tools.

People who like fried chicken—and they make up 99 per cent. of the people in the United States—will attempt at various times to tell you, "It's perfectly all

right to take *fried* chicken up in the fingers. Just fried chicken, of course; not any other kind of chicken."

If your adviser tells you this on a picnic, well and good. Most picnics were invented just as an excuse to consume fried chicken and devilled eggs. But if at the table someone tells you this, nod your head politely but don't obey. If your hostess suggests it, you may be sure she does not mean what she says. When knives and forks are provided with chicken and other birds, use them. If you are not able to remove every scrap of chicken meat from the bones, don't worry. It isn't a class in biology, where you are marked for skill in dissecting.

And with chops? Well, what's the use in going over all that ground? Just substitute the word *chops* for *chicken* in the last five sentences above.

An oyster fork, which is a very small fork with a long thin handle, is usually provided for raw oysters. Even though it be a perfect stranger to you, you will know it by its position at the extreme right of the plate.

Lemon is squeezed on each oyster and the oyster is lifted to the mouth with the fork. If horseradish is served instead of lemon, small bits of the dressing are placed with the fork on the oysters, one at a time as they are eaten. If sauce is served in an individual dish, the oyster is dipped in it.

Do not try to bite a raw oyster in two or cut it with

a fork. Eat it whole. If it is an especially large and slippery individual, take a bit of cracker in the left hand and manage, with its aid, to fasten the oyster firmly on your fork by rolling it into temporarily manageable shape.

A cooked oyster or clam is firm enough to cut in two with spoon or fork—spoon, if in soup; fork, if scalloped or baked or fried.

A steamed clam is eaten by dipping it with the fingers into melted butter, holding the clam by the neck and biting off the edible part, then discarding the skin.

With lobsters, use a fork; do not use your hands to crack open the claws or to widen cracks. You may use the fingers of your left hand to hold down the claw while using the fork with the right. Be thankful for such crumbs of lobster as you may secure with the fork. Give the rest up as lost. With lobster it is "not how much, but how well."

Fish bones, bits of meat bone, and chicken bone, and the infrequent hard "accident" such as an unexpected bit of shell in an oyster cocktail, are taken between the first finger and thumb and are removed from the lips. Do not try to hide the operation behind your napkin. Bones are always laid on the plate well over toward the edge. Avoid making a little dump heap or catch-all of the bread and butter plate. Never take any-

thing out of your mouth on to a fork or spoon. Use your fingers.

Patty shells—if they are made from pastry—are eaten with a fork along with the creamed chicken or creamed oysters or creamed fish which they contain. Do not scrape off and eat the creamed food and leave the toast or the patty shell stripped bare. It will look most unappetizing to your neighbors at table.

Cut spaghetti with your fork and eat it as if it were a vegetable.

Devilled eggs are eaten with a fork; forkless picnics being the only exception to this rule.

Every family has a different way of serving soft-boiled eggs, so you will simply have to wait and see how the hostess eats hers. If you have no example to follow, break the shell sharply with your knife across its center, on what would be the belt of Humpty Dumpty. Lay down the knife, hold both halves over the cup, and guide the yolk into the cup. Then lay one half down and scoop out the white of the other with a spoon.

The palm of one's hand is no place for bread. Sometimes one sees people butter their slices of bread with long, slow, admiring strokes in the same way in which Tom Sawyer's friends whitewashed the fence. *Never* butter an entire slice of bread at one time and *never*

take up a whole slice of bread in your hand at one time; break it into small pieces, not larger than a dollar watch. Be careful not to butter your bread with elbow grease.

An individual small knife, about two and a half inches long, usually lies across the bread-and-butter plate. This knife is used to butter bread and rolls and to place but not spread soft cheese or marmalade on crackers. If there is no small individual butter knife provided, then use your regular knife for buttering your own bread, but never to secure butter from the common butter dish. (You know why.) When the small piece of bread is to be buttered, it is rested on the edge of the bread-and-butter plate, or if no bread-and-butter plate is provided, then on the edge of the regular plate. Bread, when buttered, must not touch the tablecloth or doilies. Bread must not be used as blotting paper with gravy.

Crackers and rolls and toast follow the same rules.

When children are very small and have great difficulty in using heavy silverware and in balancing food upon forks, they are allowed to use a bit of bread in the left hand as "push-bread." As a person grows older, he or she often clings to its use because it is a lazy and speedy way of assisting the right hand to collect food supplies. By the time one is thirteen or fourteen, one must renounce all claims to the assistance of "push-

bread." If used sparingly, "push-bread" is permissible with salad and eggs.

DON'TS FOR BREAD

Don't crumble bread or roll it into little pellets.

Don't brush any remaining crumbs into a neat little pile on the cloth or brush them out of sight on the floor.

Don't crunch toast or crusty rolls noisily.

One eats hard cheese with one's fingers, breaking off a small piece at a time, just as with crackers.

If the cheese is a soft cheese, as cream cheese or cottage cheese, then with your knife (the bread-and-butter knife, if there is one) place a very small piece upon a small piece of cracker.

Jelly is placed on the dinner plate and eaten with a fork.

Nothing is as awkward to eat as a sandwich, but it can be done neatly. Break the ordinary sandwich (hot-dog included) in half, no matter how complicated and slow the procedure. Then you eat one of these pieces or a portion of it at a time. *Use only one hand* to convey it to your mouth. To take a sandwich, a roll, or a slice of bread in both hands and ~~eat~~ it

into your mouth is inexcusable. Elaborate sandwiches may be eaten with a fork.

Club sandwiches are a meal in themselves, outside the regular sandwich classification, and are eaten with a knife and fork. Candies and nuts, as well as bread and crackers and cheese, are eaten with the fingers.

If a nut pick is not furnished with the nuts, then you must take whatever meats come out easily and ask no more of the gods. The use of forks, knives, teeth, hairpin, and safety pins is taboo.

Very small cakes and cookies are eaten with the fingers. The larger in size the cake is, and the thicker the icing, the more rigid becomes the rule that the cake must be eaten with a fork.

Pie is eaten with a fork, a small piece of filling and crust at the same time.

VEGETABLES

Cooked vegetables are eaten with a fork.

The tips of asparagus are cut off with the fork and eaten exactly as if they were potatoes or carrots. If the ends are not too fibrous to eat, they are lifted to the mouth by the fingers.

Artichoke leaves are pulled off, one at a time, as you eat them. The tender end is dipped in melted butter, then bitten off very slowly. The wider end of the leaf to which you have been holding is laid on the side of

the plate. The heart of the artichoke is eaten with a fork.

With vegetables, the fork is used in exactly the opposite way from the practice with meat. *The prongs must never be pushed into the pieces of vegetables.* Peas or beans or carrot dice, no matter how small and elusive and how much they skid, should never be speared or pierced with the fork and strung upon the prongs as if the owner were hoping to make a bead necklace. A group of four or five are taken upon the fork as if the fork were a miniature shovel.

All kinds and sorts of potatoes, *including Saratoga chips*, are eaten with a fork.

A baked potato is broken open with the fingers, then its contents are eaten from the skin with a fork. The contents are never scooped out. The skins are left on the plate, *not* on the tablecloth, *not* on the bread-and-butter plate, which must be protected against one's tendency to turn it into a trash basket. If you wish to mix butter with the centers of the baked potato, use your fork, *not your knife*, to place the butter on the potato.

Do not use a knife with potatoes in any form.

Salt, when served in individual salt dishes, is removed to the dinner plate by the saltspoon found at the side of the salt dish. The food can then be touched to the salt. If such a spoon is not there, use a clean

piece of your own silver. Never take salt up between your fingers. Never shake it over your food by taking it on the end of your knife and spilling it over food by tapping on the knife. Never place salt on the tablecloth.

No one has any excuse for eating onions, young or old, Bermuda or Spanish, if he is at all likely to come into social or business relations with others for the next six or eight hours. A boy or girl who is soon to go back to the office or to school, or who will, in all probability, stir out from the home fireside, and who still persists in eating onions, simply writes himself down as caring more for food than for the personal comfort of his associates.

One person who has eaten onions or garlic or her-ring can make a room intolerable for his fellow workers, ventilate it as they may.

Lettuce and its cousins, romaine, endive, water cress, parsley and chickory, are cut with a fork as much as possible, one portion at a time.

Uncooked vegetables, unless served as a salad, are eaten with the fingers. These include celery, radishes, young onions, olives, and pickles.

An olive is not put into the mouth as if it were a lemon drop, but is eaten as if it were a chocolate cream, in two or three bites. The olive is held in the fingers,

not on the fork. The olive pit is placed on the edge of the plate.

Stewed corn is eaten with a fork.

Green corn on the cob is broken in two pieces, by holding each end with the napkin. Butter one piece with your regular knife, resting one end of the corn on the edge of the dinner plate. To eat the corn, hold the piece firmly at one end. "One bite at a time" is the only method to use.

FRUITS

No fruit should be bitten into, whole, at the table.

Dry fruits, such as apples, are peeled and quartered and then eaten with the fingers.

Juicy fruits are eaten as are peaches—peeled and quartered and then eaten with the fork, or fingers, whichever you can manage most safely.

Strawberries one sometimes eats with a spoon from a bowl of cream, as in the days of the Mother Goose rhyme. At another time, the strawberries with green hulls attached are piled around a mound of powdered sugar, into which you dip the berries one at a time, holding them by the hull.

Pomegranates, fruit as old as Greek mythology, are beginning to put in an appearance in steamer baskets and elaborate gifts of fruit. Do not let the fact

that they or other new models are not an article of your daily diet feaze you for a moment. Instead, repeat to yourself, "Peel the fruit and quarter it, then eat it with your fingers. Remove pits or seeds from your mouth with thumb and first finger. If the fruit is juicy, expect a finger bowl."

Fruit pits of all sorts and sizes, from grape seeds on up to peach stones, should be taken from the mouth with the first finger and thumb. They should be laid on the plate well over toward the edge, if the fruit has been served on a plate. "Unostentatiously" is the motto.

Cooked fruits are eaten with a spoon. If there are seeds or pits in this cooked fruit, they are removed from the mouth with the thumb and first finger.

You see bananas eaten in so many ways that you wonder what, in the last analysis, is correct. The jungle method, of stripping off the skin and throwing the skin away—any time, any place—then consuming what remains in about the same fashion as a comedian eats a sausage, is common, but not acceptable or neat.

Instead, strip the skin down part way, break off a small piece of the banana itself in the right hand, and eat it in the way you might eat a roll.

Eat sliced bananas with a spoon, one half slice at a time. A baked banana is eaten with a fork, as if it were a vegetable.

Remember, that the juice of fruit ruins a good linen

napkin, not only for the immediate present, but for months to come, so do not wipe your hands upon the napkin unless driven to it by dire necessity. The hostess will provide a finger bowl as a rule.

Under no circumstances, lick your fingers!

FINGER BOWLS

After the fruit course at breakfast and at the end of every meal which is served by a maid or a waiter, a finger bowl is set before each person at the table. The tips of the fingers, one hand at a time, are inserted in the water. Any fruit juice, stain, or particle of food will come off quickly by dabbling the finger tips lightly and, above all, inconspicuously in the water. The lips are touched lightly with the wet finger tips, if necessary, but it is not a good idea. Then the hands are dried on the napkin, which is held below the surface of the table. The napkin is then placed on the table at the left, beside the finger bowl. The napkin is never dipped in the water.

Never lick fingers under any circumstances as a substitute for finger bowls or good old-fashioned soap and water. No apology or excuse, however coy or elaborate, will ever be acceptable to the onlooker.

ICE CREAM

Ice cream is eaten with whatever implement the hostess provides, either a spoon or ordinary fork or an

ice cream fork. If you are using a spoon, don't forget it and leave it standing in the cup or glass. Put it on the service plate.

With desserts, when in doubt, use a fork, chiefly because it is a neater method than fingers. Cream puffs, for instance, *éclairs*, French pastries, and all their relatives, such as fritters and small iced cakes, require a fork, because it is neater.

When there is no doubt, because nothing moist or sticky is to be eaten, and you know it is perfectly safe and sane to use fingers, then you reason to yourself, "Whatever may be eaten with fingers should first be broken into smaller pieces." Doughnuts and cookies and toast follow the lead of bread and crackers.

Crackers, bread, rolls, and cakes and cookies all leave crumbs in their wake, upon the tablecloth. With crumbs, "Touch not, taste not!" Never brush the crumbs into a little pile, whether in a spirit of helpfulness or through nervousness. Never put them on your plate or brush them off on to the floor.

In the days of *Ivanhoe*, the fashionable set often threw the half-eaten food that they did not want on the floor. It didn't make a bit of difference then; the servants simply threw a few more bundles of straw or some green twigs over the trash and let it go at that. But nowadays, no one with the least self-respect or sense of cleanliness will throw food down, inside the

house, out on the street, or even in picnic grounds. To tear out the center of sandwiches or toast and to cast the rest aside, to throw fruit peels about, or to cast peanut shells, half-eaten apples, or banana skins to the four winds, stamps one as ill-bred.

Do not leave the table while you are still eating and finish as you go away, even if you are in a terrible rush, with visions of a tardy bell or a departing train before your eyes. If you must leave the table before the other persons seated there have finished, ask to be excused. If there is someone at the table who is what might be termed the official head, as your mother, your hostess, a teacher, or the head of the boarding house, make your request to her. The formulæ to be used are, "May I be excused, please," or, "Please excuse me!"

Otherwise, when everyone has finished eating, lay your napkin at the left of the plate, then rise when your mother or your hostess gives the signal. When you have risen from the table, do not push the chair back under it. The boys and men stand back from the dining-room door to allow the women and girls to leave the room first.

DON'TS ABOUT DISHES

During the meal there are things *not to do* connected with dishes. Don't try to economize on clean spoons

and forks and dishes. For instance, don't lick your spoon or fork, to use it again on other food. (For that matter, don't lick it at all.)

When you have finished with any food or course, leave each dish exactly where you found it. Don't push any plate away from you and *don't stack dishes*, either while you are eating or afterward.

After dinner, *à bas* with toothpicks! And ostracism forever for the person who cleans his teeth with tongue or finger!

THE BARE BONES OF TABLE MANNERS

YOU MUST NOT

Take big mouthfuls of food.

Talk with food in mouth.

Bend over food, to shorten distance food has to travel.

Wipe your silver, cup, plate, or glass on your napkin.

Smack lips.

Sip soup.

Make any kind of noise.

Put knife in mouth.

Butter bread without first breaking it.

Play with spoons or any other articles on the table.

Clean teeth, either with tongue or toothpick, in public.

Stack the dishes.

You Must

Chew food thoroughly.

Chew food slowly.

Chew food quietly.

Keep lips closed when eating.

Keep hands, arms, elbows off table.



HOW DO YOU DO?

and do you do?



CHAPTER II

HOW DO YOU DO?

WHEN a boy and a girl are introduced to each other, the boy is presented to the girl, thus: "Miss Perkins, may I present Mr. Brown?"

A boy is taken over to a girl, to be introduced; the girl is never brought to the boy.

They both reply, "How do you do?"

It is not necessary to say the word "present." You may simply say, "Miss Perkins, Mr. Brown," with the emphasis on "Miss Perkins." The girl's name is always spoken first.

Never say:

"Meet my friend!"

"Meet Miss So-and-so!"

"Shake hands with——"

"Make you acquainted with——"

The girl offers her hand if she desires, but unless the person introduced to her is much older than she, or very distinguished, she merely bows and smiles and says, "How do you do?" The boy does not offer his hand unless the girl has first extended hers. The choice between shaking hands and not shaking hands rests with the girl. However, no girl must ever refuse to take an extended hand, as that is rank discourtesy. If the boy, through a misunderstanding of the fine points of etiquette, offers his hand, the girl must take it and never by word or look admit that she thinks he has blundered. Only an extremely ill-bred person ever makes another realize that he has committed an error.

A boy always rises to his feet when introduced to any one, even to another boy. Boys always shake hands when introduced to one of their own sex.

There are a few definite times when a girl who is seated rises to her feet—when as hostess she greets a newcomer among the guests: when an older woman or a much older man comes into her vicinity; when introduced to an older woman; when introduced to another girl.

She does not rise when a boy is presented to her unless she is the hostess or unless the introduction is made by the above-mentioned older woman or much older man. Then, of course, the observance of courtesy to older people dominates the entire situation.

At ordinary school entertainments or parties in homes of classmates, she does not rise when another school friend presents the boy to her.

A man is always presented to the girl. If the man is much older or very distinguished and the girl is under eighteen, the girl rises. There are only three times when a girl is presented to a man—when he is President of the United States, or a king, or a cardinal.

When a girl is introduced to an older woman, she is presented to the older woman thus: "Mrs. Smith, Miss Perkins." She waits for the older woman to offer her hand. The girl does not offer her own, as the initiative comes from the older woman.

In polite society, the lady comes before the man, and age before youth. An unmarried woman is presented to a married one.

To sum up:

The older woman extends her hand to a girl or to a boy.

The girl extends her hand to a boy, or to a man.

The older man extends his hand to the boy.

The boy extends his hand only to another boy.

The phrases "boy friend," "girl friend," "gentleman friend," and "lady friend," or even the word "friend," must not be used for introductions.

Street introductions are bad form.

Once in a while, a third person meets a friend who is walking with someone unknown to the newcomer and this "third person" is asked to join the pair. Then, of course, he is introduced at once, though it be the middle of the king's highway. Where the newcomer simply detains his friend a moment, walking by his side, then the silent partner goes on ahead slowly, knowing that his companion will soon leave the newcomer and join forces again.

No individual ought ever to be introduced to a roomful of people. The poor victim of mistaken hospitality who is dragged up to each member of the group and introduced elaborately to each, is in no comfortable position. Neither ought he to be introduced to the group *en masse*. "Folks, this is Mr. So-and-so" is a dreadful phrase.

A person is introduced to two or three of those nearest the hostess, but is never dragged around to each person in the group. In the course of an afternoon or evening, the guest will, in all likelihood, meet all the others of the group. The fact that you are all

under the roof of your host or hostess suffices as an excuse to talk to each other.

Persons at card tables or partners in any game are always introduced. In every introduction, the same formula is used: "Miss Perkins, Mr. Brown," and then, "How do you do?"

A guest is always introduced to the guest of honor.

Persons at a dinner or luncheon are introduced to each other, though not when the dinner or luncheon is a huge subscription affair. Then, ordinary courtesy requires you to talk to the persons nearest you. In such a case, you always introduce yourself to the persons sitting next you at the table.

When a number of persons are all guests together in a private house, there is no need to act as if the person next you were a pickpocket until he has been introduced to you. If it seems more pleasant for the person nearest you to bridge the gap with a few amiable sentences, there is no reason in the world why you should not speak politely. In fact, you must. The hostess's roof is guarantee of mutual respectability.

If one of your friends is wealthy and one poor, you need not hesitate to introduce them on that account. Natural charm and ability rank higher than wealth. Wealth is a temporary thing, fortunes are lost over-

night; but whether lost or kept, money is the least of all social assets. "Manners will carry you where money can't."

After you have been introduced to a person and have talked with him for a few moments, when leaving, you say, "Good-bye! I hope I shall see you again"; or, "Good-bye! I am very glad to have met you." Never say, "Pleased to have met you!" or, "Glad to have made your acquaintance!"

The other replies, "Thank you, I hope so too," or just, "Thank you." You shake hands or not when you part, just as you shake hands or not when you meet.

Many sensitive persons have had their feelings hurt because they believed they should have been introduced to a third person when they were not. If they had realized that the correct social practice is against introducing very freely, they would have been spared some needless wounds. It is not correct—or sensible—to introduce persons who happen by some chance to be in the same room for only a moment or two, who pass each other on the steps of a house as one is leaving it and the other just entering, or to introduce a third person on the street or at a restaurant table when he has stopped simply for the merest word of greeting.

If a boy wishes to be introduced to a girl, he seeks

out a mutual friend and asks to be presented to the girl. The girl is at liberty to refuse to be introduced, if she so desires. No boy should think of introducing another boy to a girl unless he knows the boy is in good standing.

At a public dance, no one must be introduced to a girl unless she is first asked if she cares to meet the individual. At a private dance, it is permissible to present a boy to a girl without asking the girl's permission first, because the host or hostess has already assumed responsibility for the guests by the mere act of inviting them to the house.

Introductions by letter are sometimes made by a mutual friend. Social letters of introduction should never be asked for; and should be given sparingly. Nowadays, when a friend goes off to school or to another town, it is usually considered enough to write ahead to another friend and say, "Polly Perkins is going to Greatmoor and will be in the freshman class. Will you look her up? She is," etc., etc.

CALLS

Formal calls, with all the attendant formulæ of leaving cards, are not as common in present-day America as they were. However, as long as there are such things as sickness, death, and friendship, every person will wish to make brief calls at the homes of others.

In case of a death in the family of a friend, it is more than rude not to call at the home immediately.

Dinner calls are still paid. A boy or girl who has been entertained at a party or at a dinner, or who has been invited to a dinner, calls upon the hostess within a week after the event.

A girl wears a suit or a street dress, hat, and gloves when she calls. She does not take off coat, gloves, or hat. A boy wears a business suit, and removes hat, overcoat, and gloves (if any) before entering the parlor or living room.

The proper hours between which to call are three-thirty and four-thirty. In case the mother of the person upon whom one is calling is not at home, regret at not seeing her must be expressed by the caller.

A call should last a little less than half an hour. When the guest gets up to go, his departure should be immediate and not a lingering agony. No host or hostess should try to hold a guest against his will or urge him to stay longer when he starts to leave.

The first time a person goes to call upon another, he or she leaves a card—provided he or she has an engraved personal card.

If a servant answers the door, the card is laid on a tray which she may be carrying, or presented to her. If there is no maid, then the caller leaves her card on a tray or table near the door as she goes out.

After the first call, a card is not left, unless the person you are calling upon happens to be out. Then, the card serves as a memorandum of your visit.

The name in full, not initials, is engraved on the card. Girls have "Miss" on their cards, and do not use nicknames.

No one needs to be terrorized over making a call. One simply talks on any subject which seems of mutual interest. Personal remarks and gossip of any kind are, of course, out of place. Sit easily back in your chair. There is no real reason for tension and nervousness. Talk along naturally and easily. If you are actually uncomfortable or unhappy, leave. Never look at your watch. Never ask for a drink of water or say, "May I use your telephone just for a moment?"

It is a girl's place to invite a boy to call. A boy, however, ought to give some suggestion of wanting to see the girl again. He may not ask to call, however, and he may not call without an invitation to do so from the girl. Once he has been invited, a boy may call on a girl as often as she is not bored with him.

No boy, when calling, must remain after ten o'clock. Though the members of the family no longer take turns sitting in the parlor, focusing all eyes on the boy, still no boy and girl are left entirely alone in the house. If no one else in the family is at home, the girl must postpone the call. No boy may arrive and

leave the house *à la* the electric-meter man without greeting and talking with some member of the family other than the one he has come especially to see.

Never make calls, either telephone or personal, at meal times. Never solicit funds or try to sell tickets from house to house. Don't be a pest!



DANCES





CHAPTER III

DANCES

ON WITH THE DANCE

IF A girl has accepted a boy's invitation to go to a dance with him, the boy calls for the girl at her home. Before they start off, he must see and talk with some member of the girl's family.

A boy finds out at what time a girl's parents wish her to be home. He abides by these rules, for he is responsible for her safe conduct to the dance, her pleasure there, and her safe return home. The better class of young people never attempt to afford taxis when

they and their parents are ostensibly in the walking class.

Because a boy is taking a girl to a dance, he must not think that complete proprietorship of the girl goes with the evening's little contract. He must not, for instance, touch the girl familiarly or insist on guiding most of her movements by clutching her elbow. He must not insist upon a one-partner evening with himself the only dancing companion.

If the boy and girl have been asked to go to and from the dance in the car of a friend, then the two are in duty bound to suit their hour of leaving to that chosen by the owner of the car. There must be no loitering, no "just one more dance and then I'll be ready to go!"

A boy may send flowers to the girl he is taking to a dance if at that moment flowers are being worn, and he can afford to send them.

Flowers are sent a few hours before the time of leaving for the dance. A card is enclosed, giving simply the boy's name. Even if he is the only boy the girl may know in the town, the flowers should not be sent anonymously.

ARRIVED AT THE DANCE

As soon as they have arrived at the dance, the boy and girl go to their dressing rooms to leave their

coats and take a last look in the glass, for no primping or remedying of costume may ever be carried on in the ballroom.

They meet wherever the other partners are meeting. They go together to greet the hostess or those in the receiving line. The girl always enters the ballroom a few steps ahead of the boy. The girl again precedes the boy when they "go down the receiving line." When the host and hostess and a son or daughter or a friend or two make up the receiving line, the guests say, "How do you do?" shake hands unaffectedly, and add not more than two or three sentences of pleasant "burbling." They must not stand and talk. When the line is made up of patronesses, the guest announces his name, bows once for the whole group, and passes before them without conversation. Both the boy and the girl must be sure to stop and talk later with any older persons at whose house either one has been entertained.

The boy must see that the girl's dances are taken, although not taking an undue number himself. He should always take the first dance, the supper intermission, the dance before and the dance after supper, and the last dance. If there are programmes, the boy may take the programme and have it filled either completely or partially, whichever the girl prefers, or the girl may keep the programme herself. At "hops"

and "proms" the programmes are generally made up long before the girl arrives at the school where the dance is held.

Once a dance is promised, neither boy nor girl must "cut it." A promised dance is as binding as the written acceptance of an invitation. If a boy does not remember the girl to whom he was introduced and whose next dance he has, he should go to the hostess, one of the patronesses, or in a subscription dance to an usher or member of the committee, and ask to have her pointed out to him.

The boy's first obligation, if the dance is a programme dance, is to have the girl's card filled—and filled with the names of as interesting and pleasant boys as possible. If the dance is a "cut in" one, then the boy's first responsibility is to introduce to the girl as many boys as possible, so that she may have variety and frequent change of partners.

Dancing is like skating—you can't get any real fun out of it or do it well, if you hold every muscle tense or if you feel uncomfortable or cramped. Dancing partners must stand at least four inches apart and face each other squarely, not assume freakish, unnatural positions.

At very formal dances, a grand march precedes the supper dance. Marches are supposed to be spick-and-span affairs, not dreamy, melancholy, waltz-time move-

ments, so drooping and clinging-vine behavior on the girl's part and careless posture on the boy's are not in order.

The boy of course apologizes when he and his partner bump against any one in dancing. He says merely, "I am sorry." A girl must not apologize or feel repentant for slight mishaps. It is the boy's responsibility to guide the dancing to a successful outcome.

CUT-IN DANCES

No brief is held for the "cut-in" dance, and it may go out of style as suddenly as a punctured balloon. If "cutting in" is in vogue, you may do it. If it isn't, don't. A half hour at any dance will show whether the style continues.

"Cut-in" dances have a very few rules, and those very simple:

Partners must dance once around the room before the boy may cut in on another couple.

A girl may not refuse a cut-in. In fact, neither the girl nor the boy may refuse to coöperate when another couple or a stag starts to cut in.

To "cut in," one boy lays his hand on the shoulder of a second who is dancing with the girl with whom the first boy wishes to dance. *Boy A* must not lay his hands upon the girl until he actually starts dancing with her.

The privilege of cutting in does not extend to the side-lines. No dancer may cut in upon two persons who are sitting talking together and not dancing.

If a girl is sitting with a group, not simply with one man or one boy, any boy she knows who wishes to talk with her may join the group, and he may also feel free to ask her to dance. When she is with a group, she may say that she does not care to dance because she is tired, or she may ask the boy to join the group, or she may leave the group and dance—just as she likes best.

When a boy is introduced to a girl during a pause in the dancing, he *must* say to her with a slight bow, "Would you care to dance?" or "May I have this dance?" The introduction imposes that duty upon him. He may no more omit this question than he may omit raising his hat when introduced to a girl at a football game or when meeting a girl on the street.

The possible answers for the girl to make are:

"I shall be delighted."

"I am sorry, but I have this one engaged."

"Thank you, but I am going to rest through this number."

If the girl has refused one boy's invitation to dance, she must not accept another boy's invitation for the same dance.

If a girl does not wish to dance a particular dance,

she may ask the boy if he does not wish to ask someone else. If he does not, then she sits out the dance with him. A boy always sits down at the left of his dancing partner, being careful not to pass in front of her.

If a boy is late in claiming a dance, he must offer apologies and explanations for his tardiness.

A girl may stop dancing whenever she wishes and ask to be taken to a seat or over to the hostess or one of the chaperons, but the boy may not stop dancing voluntarily—or suggest stopping—until the music ends.

WHEN THE MUSIC ENDS

When the music ends, the boy always thanks the girl for the dance. The polite formula is, "Thank you for the dance." The girl answers, "I enjoyed it, too," or, "I am glad you liked it." These polite forms simply may not be omitted, whether either party to the dialogue believes what is said or not.

The boy must never leave a girl standing alone in the middle of the floor. He must ask her where she would like to be taken. Then he takes the girl back to her chaperon, or companion, or to a seat she has chosen. He may seat himself beside her—on her left—and stay there talking until the music for the next dance begins, or he may leave her as soon as he is sure she is where she wishes to be.

The only courteous and proper way to leave a girl is to bow and to say, "Excuse me; I have the next dance."

REFRESHMENTS

The dance just before and the one just after supper are given by the girl, as a matter of course, to the boy with whom she came to the dance. The boy takes her in to supper and eats with her at any table or with any group she may suggest.

If the refreshments take the form of a buffet supper, the boy sees that the girl is provided with refreshments.

If punch or lemonade is served during the dances and the girl wishes for a glass, she goes with the boy to the table where the punch bowl stands. The boy gives the punch cup to the girl. She does not serve herself.

OBLIGATIONS

At a dance given for a young girl, the girl stands in the receiving line with her mother. Every boy is expected to dance with the daughter of his hostess. He takes the young daughter of the house back to the receiving line as soon as the music ends.

At a dance, equally as insistently as in a drawing room or living room or dining room, a boy must stand

when the girl to whom he is talking is standing, or when he is part of a small group where one of the girls is standing.

It is very easy for a boy to ask for a dance in some tactless fashion which would provoke any normal girl. If he says in a brusque or bored way, "Have you got this dance? Well, then, let's dance it!" no girl will be pleased. There are two safe sentences, serviceable and simple and easy to remember. They are:

"Would you care to dance?" or, "May I have some of this?"

A girl never asks a man to dance with her or to go to supper with her.

It is not courteous to the girl for the boy to wander off with her to some secluded corner away from the rest of the dancers and monopolize her time, thereby rendering her conspicuous. Personal compliments and comments are bad form. Shouting, calling out across the room, hanging on each other's arms, and loud laughter are no more in place in a ballroom than they are on the street.

A boy must dance, not "stag," or "cut in" alone, or go off and smoke, if any girl is without a partner. It is a boy's business at a dance to be out on the floor, not hidden in a lounging room.

No boy or girl may leave a dance except to go home.

To go out on the street and sit in a parked car or to take a walk or ride is absolutely the height of bad manners.

Politics must not form a part of any dance. For Mr. Jones to dance with Miss Young because she is popular or rich or influential or a pal of the girl he wants to rush is no way to have a successful dance. Every one has an equal right to a good time. The dance is the thing.

GOOD-BYE

If for any reason the girl is obliged to go home before the end of the evening, the boy who accompanied her must cancel with apologies his dances with other girls and escort her home. If he cannot find his partners, he makes his apologies to their escorts. When obliged to leave early, an explanation should be made to the host or hostess.

The boy and girl must go without fuss or flurry or countless farewells to friends. Good-byes should be said to the hostess only—and to the chaperons at school and club dances.

The formula is, "Good-night, Mrs. Stewart! Thank you." If you say it slowly enough and politely enough, it will be a much more cordial good-bye than many staccato gushing sentences.

A boy and girl on their way home from the dance

must not "stop some place to eat." A boy takes a girl directly home from a dance. He does not linger over his parting with her and he does not "come in," even though invited. An older member of the girl's family should be waiting in the living room for the girl's return and should open the door for her.

The boy makes sure that the girl is safely inside the house, by ringing the bell for her and waiting for her to be admitted to the house. If she lives in an elevator apartment, he takes leave of her at the elevator door. If it is a walk-up apartment, he goes up with her and comes down again as soon as her door is opened. He thanks her for her company and she tells him she enjoyed going to the dance.

CLOTHES

At a formal evening dance, an evening dress for a girl is a necessity. A boy will wear a Tuxedo and black pumps.

The girl's dress need not be expensive or elaborate, but it must be an *evening* dress. Her slippers and silk stockings must match the dress or at least harmonize with it. No hat is worn. A wrap of some sort must cover the dress going to and from the dance. She *may* wear white gloves, but need not, by any means. Should she wear gloves, she takes them off just before beginning to dance.

There are many dances of an informal type in the evening where boys go in dark suits. A girl in that case may wear a simple party frock.

UGLY DUCKLINGS

If one does not have formal evening clothes, it is really better not to go to a very formal evening party. One's feelings will surely be hurt at being the "ugly duckling" of the party. This caution needs, however, to be taken with a large pinch of salt. Many young people decide to stay home from parties because they do not have *new* clothes, not because they do not have *suitable* clothes. Newness has nothing to do with appropriateness.

The chaperon wears the same general type of clothes as does the girl she accompanies.

Boys and girls ought not to go to dances if they cannot dance. Every boy and girl ought to learn to dance. Lessons are not expensive and are worth whatever they cost. If you are able to dance well, you may be sure of feeling at ease. You will not be self-conscious and you will carry yourself well. Some persons learn to dance easily, others find it difficult, but everyone *can* learn to dance, and everyone should.

ALL SORTS AND CONDITIONS OF DANCES

Suppose your class at school, or the office force, or the room in the factory where you work, decides to

give a dance. Suppose you decide together that this dance must be just a little bit more "swell" than the other dances your group has given. Then you vote to "hire a hall." The decision means rent to pay, decorations to order, refreshments a bit more elaborate than usual, an orchestra to finance. The class votes a tax to cover the expense.

Taxes are easy to vote but hard to collect. Ask any class treasurer.

If the dance is in the last analysis merely a place where everyone is beautifully dressed and the hall very gorgeous, but where there are no standards of conduct, then the dance is no better than those at the cheap public dance hall.

Every group must settle upon whom may be admitted. You know that if the price of the ticket is the only entrance requirement, your dance will be filled with riff-raff—well-dressed but riff-raff just the same. If you permit all kinds of conduct on the floor, the only sort of conduct after the first few dances will be the wrong sort.

If you put all the responsibility for clean behavior, safety in case of accident or fire, first aid in case of sudden illness, into the hands of a boy who is chairman of the committee, you will find he cannot fulfil all his tasks. No boy can, however much of a real leader he is.

There must be several attractive and able women

chaperoning, if you want your dance to meet the requirements of a safe and sane social affair. One woman is not enough. If, for instance, she is obliged to ask someone to leave the dance floor, she must have an able second. To ask one woman is both unfair and thoughtless, for she must have pleasant companions to converse with between her official duties and someone to share responsibilities. If you think "chaperons" is a stiff, high-sounding word, then do not call them "chaperons." Think up some synonym—but have them there in spirit and in truth.

SUBSCRIPTION DANCES

Subscription dances are often arranged by prominent persons in a community. The group elects a chairman, secretary, and a treasurer who arrange for the ball and sell tickets of admission. Every one invited to buy a ticket must have his name passed upon favorably by the committee. This is the chief difference in organization between a subscription dance and a public dance.

There is no hostess, but any number of patronesses instead. The patronesses, unlike hostesses, are not responsible for the pleasure of individual guests; they merely lend their presence and social standing to the event. Four or five of the patronesses of a subscription dance or fraternity dance receive in place of a

hostess. They stand in line and bow to each newcomer who is announced.

At a subscription dance, the guest does not shake hands with the patronesses. Instead, the guest tells his name to the announcer—the first person he sees who is connected with the receiving line. After that he merely walks past the short line of patronesses, bowing formally, once for all, and passes on.

At a large subscription or assembly dance, in addition to patronesses, there are sometimes floor ushers. It is the business of these young men to see that men are introduced to girls and that no girl is left without a partner. Such an usher looks out for the diffident boy or girl and generally assumes responsibility for the pleasure of all those present. He wears a distinguishing mark of some kind, generally a white boutonnière.

No boy may refuse to dance with a girl, if he is then at liberty when the floor usher asks him to do so. The usher may introduce any boy to any girl.

PUBLIC DANCES

A public dance is given for some benefit and its tickets are put on sale where any one may buy them. There is no expurgated list of ticket holders inspected to the nth degree. There is no hostess, but patronesses instead. A young girl goes to a public dance with a chaperon and not with a partner only.

THE CHAPERON

A chaperon must be a person who knows her business. The duties of a chaperon or adviser are many and not always pleasant. Her responsibilities are great.

No young girl who has just been married is an adequate chaperon unless she is accompanied by her husband. She is really still "just one of the crowd." A chaperon must be more mature and extremely capable, not afraid to assert her authority and well knowing her authority.

At a public dance, a chaperon or adviser has the right to correct vulgar methods of dancing or behavior and is also privileged to ask persons to leave the dance if their offensive conduct persists. The chaperon is really the referee of the game.

A man in charge does not take the place of the patronesses or chaperons at a public dance. There must be at least two women present in official charge, to assume responsibility and to give propriety to the dance. In case of illness or accident or a question of morality the woman will assume control. Even if the social conventions mean nothing to persons getting up a public dance, the fear of emergency and illness must count.

The best way to go to a public dance is to "go in a crowd" and ask some attractive older woman whom

you like to go along. If any of the boys in your "crowd" find other young men there whom they know, they may introduce these acquaintances to the girls of the party—after asking the girls' permission first, however.

THE DANCE HALL

The "dance hall" is a purely commercial business. Pay your money and you may dance on the dance floor. Such "halls" include the ever-present "summer resorts," beaches and parks, "pavilion dances," dances on steamers of the excursion type—any place from the old skating rink to the Spanish Ballroom of the Gold-rocks Hotel. There are no patronesses, no hostesses, no floor committee. The dancers are in luck if they are protected by firemen or "bouncers" (usually called, however, by some more pleasant name).

In the first place, no girl ought to be at one of these dances without an older woman. *A girl must bring her own chaperon to a dance hall.* If a girl goes to a dance hall—by this name or any other—the best way is to "go in a crowd" and to ask some older woman to go with her.

Wherever one is dancing, one still maintains the niceties and fulfils the requirements of the private dance. A girl never dances with a stranger. A boy asks the girl if she cares to have the dance with him

and he thanks her for the dance. They continue to dance at least four inches apart to avoid a ludicrous and awkward appearance. Gum is always taboo, eating while dancing is taboo, fixing one's hair or face is always and everywhere taboo, no matter what you see the crowd around you doing.

"PROMS" AND "HOPS"

A girl who is invited to a dance at a school or college out-of-town *must* have a chaperon with her.

She pays her own traveling and hotel expenses, and also those of her chaperon. A boy may engage a room for her, but he may not pay for it. He calls for her at the hotel or house where she is stopping, takes her and her chaperon to the dance, and home again. He must show the chaperon every possible deference, and dance with her, if she cares to dance. When the boy takes the girl and her chaperon back to the hotel, he must thank the chaperon for her company.

If the dance is at a co-ed college or school, the out-of-town girl may visit a girl she knows at the school. Then she does not need to bring her own chaperon, since either the school friend or the school itself will provide one.

When a chaperon accompanies a girl to a dance, the first thing for the boy and girl to do, after outer things are removed, is to find for the chaperon her

place among the spectators and see that she is comfortable.

If a boy goes to the "prom" or "hop" of a girl's college or school, he will find that each school has its own special rules which he must observe. The girl will write him fully about every detail, will engage a room for him in advance, send him full directions, and plan all his entertainment. He really has nothing to do except to accept or decline *promptly* and to pay for his room and those meals which are not a definite part of the "prom" festivities.

MANNERS AND MORALS

All through schooldays, someone or other, teacher or mother or father or older brother, nags rather continuously about bad English. "Nobody says, 'There ain't no such——,' " your mentor insists. But you know people use such phrases. You have heard them do so over and over again, and many of the worst offenders have been financially successful beyond anything your family will ever attain. That does not make poor English correct.

Although vulgar people appear to be surpassingly happy and successful the more social vulgarities they commit, rowdyism and cheapness and disregard of good form are neither correct nor desirable. It only makes bad manners common, not popular. When

your mother says you must not go to a dance where there are no chaperons, you say that people you know do go. But that does not mean that such a way of doing is correct and wise. It is only common.

Drinking and all the other third-rate forms of companionship, such as sitting in parked cars at night, are considered unpardonably vulgar by the best people, fundamentally because of their consequences. The doors of good society gradually close and the dinner and dance invitations are not sent to persons who do third-rate things.

"Integer vitæ"—Horace wrote the words back in the days of the Roman Empire, and boys in boarding schools have been singing them ever since because they know that Horace was right.



CLOTHES



"Costly thy habit as thy purse can buy,
But not express'd in fancy; rich, not gaudy;
For the apparel oft proclaims the man."

CHAPTER IV

CLOTHES

AS OTHERS SEE US

THE most important points to remember in dressing properly are to have the clothes suitable for the occasion and to have each part of one's costume agree with the other parts. Shoes, stockings, gloves, tie, dress or suit, and hat must be in accord.

Always wear the simplest thing when in doubt about

what to wear. For instance, a business suit for boys and a street dress for girls are always correct to wear until six o'clock in the evening. After that time, a Tuxedo or dark suit is proper for boys and for girls an informal party dress or evening dress, as the occasion demands.

Find out just how formal a dress or suit is to be worn by the others, and choose your clothes for the given occasion accordingly. Never try to be the most elaborately dressed person present. Never dress beyond your parents' means.

You really do not need a great many clothes. See that what you have are of good quality, becoming to your particular style, and suitable for the occasion where you need them. Clothes do not need to be new, but they do need to be spotless, well pressed, and appropriate.

Suitable clothing means clothing which is also comfortable. Nine tenths of self-consciousness comes from clothing which for some reason or other—usually haste—keeps calling its owner's attention to it, when he should have his whole mind on the business in hand. No one can make a good spontaneous speech if, for instance, his collar is too tight or his necktie is slipping about, or his shoes are the wrong size.

Salvation in dressing lies in being well-brushed and

neat, in having all the buttons sewed on, and all spots removed.

Don't substitute "American buttons" (synonym: safety pins) for real repair work.

SHOES AND STOCKINGS

From the crown of his head to the soles of his feet, a boy—and a girl, also—needs to ply different brushes several times a day: on hair, teeth, nails, clothes, shoes. He or she must be well groomed.

Shoe heels need vigorous attention because the owner cannot see them himself, while every one else can. Heels need to be cleaned off daily, and should be straightened by a shoemaker whenever they show the slightest sign of being "run over." Shoe strings should be tied neatly and carefully—and are not always. Shoe buckles and buttons should be sewed on firmly—and are not always. Broken shoe strings tied together must never be worn.

Eternal vigilance is the price of wearing socks and stockings. Socks and stockings must be darned, and socks and stockings must be clean, daily. They must not coil around one's ankles like dejected seaweed, but be kept firmly in place.

JEWELRY

Very little jewelry should be worn by either a girl or a boy. A girl may wear a thin gold chain, a brace-

let or simple wrist watch, and a simple ring. Earrings are not correct for girls. A boy may wear a little-finger ring and plain gold cuff links.

Perfume must not be used to such an extent that the passer-by or the person sitting next to one is aware of the odor. If perfume is used at all, it must be of the best and most expensive quality. There is no room in the world for cheap perfume.

PERSONAL CLEANLINESS

One's skin should be carefully cleaned—and kept clean. Cosmetics, powder, and rouge tend to coarsen the skin and make persons look very old years ahead of time. Necks, ears, and hands should be spotless, no matter whether the city burns soft or hard coal. One's clothes must be absolutely clean and perfect in fit from the inside out. One loose shoulder strap which has to be adjusted constantly can spoil the effect of the most elaborate costume. Never adjust a shoulder strap in public.

Excessive perspiration, with its corresponding unpleasant odor, must be studiously avoided. One must bathe twice a day and make one complete change of stockings and underwear in each twenty-four hours, and oftener if possible. If these precautions and the airing of woolen dresses, sweaters and coats do not do away with the perspiration evil, then consult the

family doctor. One may be sure, as with bad breath, that the trouble is more than a temporary surface one. Sometimes it indicates excessive nervousness, sometimes digestion out of order. The doctor's fee should be looked upon as a permanent investment which increases one's earning capacity in the long run, for scrupulous personal cleanliness is a business asset.

No young girl must ever go to a doctor alone, but must be accompanied by an older person. This is mere good form and applies to any call made on a professional man.

Nails must be clean. Too bright or glistening a polish on finger nails is not good form; neither is the deep red effect; neither is the ostentatiously long nail.

Nails must never be bitten. Instead, they should be carefully shaped, and the cuticle pushed back.

Hair should be washed often and kept clean, well brushed and dressed in a style suited to the individual.

CLOTHES FOR BOYS

There is a fascination in sport clothes, particularly for boys. They love the heavy gay woollens and want to wear them everywhere. But, unless worn in the proper places, sport clothes make the wearer appear r'diculous.

They are suitable for hikes, golf, the woods, boat-

ing, country club, and country, *but not for school, business, church, the street, the theater, or calls.*

Knickerbockers, sweaters, and golf stockings all come under this heading.

In the summer, for informal but not rough wear in the country, at garden parties and house parties and informal dances, white flannel, duck, or serge trousers, white buckskin shoes with white woolen or silk socks, and a dark blue coat are correct. White socks are *only* worn with white shoes.

For a boy whose evenings are full of social activity, who goes to dances and evening parties often enough to justify buying evening clothes, the dinner jacket, or Tuxedo, is by far the most useful purchase for evening wear.

A Tuxedo requires with it:

Plain black silk hose.

Plain black patent leather or calfskin pumps.

Plain black tie (silk or satin only).

Plain white waistcoat (washable), or plain black silk or satin waistcoat.

Plain white linen handkerchief.

Gloves of gray or khaki-colored doeskin.

An overcoat whenever he leaves his own house, no matter what the temperature.

A muffler, plain white or black and white.

Tuxedos are never worn until six in the evening.

The best all-round investment in the way of a suit for any boy is a dark suit. A dark suit is suitable for school, office, calls, church, and very informal dances and informal dinners. With a soft felt hat, gray suède gloves, and black shoes, he can appear well dressed if—

His suit is clean and pressed.

His handkerchief white and immaculately clean.

His shoes black and well polished.

His collar immaculate.

His socks and tie conservative and harmonizing with each other and with the suit.

Every part of his body is clean.

Boys should beware of:

1. Tuxedos before six.
2. Gray vests with Tuxedos.
3. Colored handkerchiefs with tuxedos.
4. Soiled collars with any suit.
5. Noisy ties, socks, and colored shirts, when these are not in style.
6. White socks, except with white buckskin shoes.
7. Loud checks.
8. Sport clothes at business and dances.

BOYS AND GLOVES

Gloves are not now considered necessary on all occasions for boys. Gray suède, however, are correct

for any and every occasion except balls, and box seats *at the opera* (not the theater), and for ushers at a wedding.

A boy removes his right glove to shake hands.

When a boy takes off his hat in a private house and lays it down, he also takes off his gloves and leaves them with his hat.

No matter how high the thermometer goes, "Coats on inside the house" must be an invariable rule with boys, if women or girls are present or apt to put in an appearance. Outdoors, a boy may take off his coat IF his shirt is spotlessly clean and made to be worn without a coat. A boy is expected to wear his coat in office or store.

CLOTHES FOR GIRLS

The best dressed girls in the country are the girls in girls' colleges, for as a rule their clothes are simple, wearable and gay. Girls should beware of selecting clothes which are entirely too old and elaborate for their style and age.

A good suit, or a plain well-tailored dress to take the place of the suit, is a necessary part of every girl's costume and should be the purchase made before all others. A hat must always be worn with the suit or street dress, and it should be simple and becoming. Good-looking, sensible Oxfords and protection from

the rain should come long before the party dresses in the budget for clothes.

With an afternoon dress, rather plain slippers or dress pumps and silk stockings which blend with the dress should be worn.

One always wears simpler clothes in one's own house than to the house of another person.

Never dress beyond your parents' means; but have whatever clothes you buy fit you well and have them becoming in style and color. Silk stockings and slippers and evening dress must harmonize and, preferably, should match.

There are several ways to get around the feeling of boredom when one gazes on the dress which has been the old family friend for so long. One method is to purchase clothes which at bottom are inconspicuous in color and cut. They may have all the gay trimmings and buttons and embellishments one wishes, but these must be of the sort which can be changed by ripping off those motifs, which are easily remembered, and substituting others.

Another way to alter a dress is to combine with it things one already has, as a different scarf or a change of vest or cuffs. Lengthening and shortening the hem and sleeves also work great changes. No one needs to spend money on these new combinations. In fact, an old dress is not worth spending money upon. It

needs, however, a large expenditure of time and thought, thorough inspection of fashion sheets and of displays in exclusive shop windows, and much pressing and sponging at home.

A single color scheme running through the purchases of two or three years is a good solution of the dress problem. Take brown, for instance, as a base and then all the tans and oranges and yellows one may buy at different times may be mixed together in different combinations and different proportions as one article wears out or meets with a fatal accident. But to buy a green hat and a brown coat and a blue dress and a purple umbrella and a coral sweater and red scarf just because each is a delightful looking object by itself and a good bargain is the surest way to discontent and poor effects. If all these purchases are in shades of green or shades of blue or shades of brown, or whatever may be your color scheme for the next two years, they may be reassembled in any way you wish. Then they will run on as an effective and pleasing wardrobe for a long time.

SPORT CLOTHES FOR GIRLS

Sport clothes are nice to have, but unless one has real need of them they are more of a luxury than a necessity. One wears sport clothes to play tennis, golf, any outdoor game, for picnics, hikes, and in the coun-

try. Sport clothes are not for street, school, business, theater, or party wear.

Girls never should wear silk stockings and high-heeled, thin-soled shoes with sport clothes. On the other hand, heavy wool stockings of elaborate design are not good form except with sport clothes. Heavy soled, flat heeled or semi-flat heeled walking shoes, wool or silk-and-wool hose are the complements of sport clothes. Sweaters may be any color under the sun, but must harmonize with the knickers or skirt and must be clean and not ragged. Hats should be plain and tailored.

Riding clothes for girls are strictly tailored. In the country or in small towns, girls often wear good-looking knickers and a plain suit coat or an extremely well-fitting sweater. Riding in the city, however, demands a riding costume which is purchased from a good shop or tailor; a mannish, tight-fitting coat, a plain mannish hat, hair fastened plainly back, riding breeches, and low-heeled boots.

PARTY CLOTHES

A girl who goes to dances or formal evening parties really needs an evening dress, with slippers and silk stockings to match the dress. A suit or a street dress with well-built, light-weight ties or pumps will do for afternoon teas, luncheons, and matinées. Hat and

gloves must be worn with suit or street dress. One should not wear satin slippers with a suit, or sport shoes with an afternoon frock.

A girl who does not go to dances or formal evening affairs will not need the evening dress. She should have instead an afternoon frock suitable for informal dinners and afternoon parties. With this she wears dress pumps or slippers or such other "dress" shoes as are in vogue at the time.

To a garden party a girl wears a light pretty dress and a simple dress hat, light slippers or pumps, and light silk stockings. The brighter the colors seen at a garden party, the prettier the effect, but—wear only a color becoming to you. Sometimes, in the country, sport clothes are worn.

When a girl is a guest at a family dinner, she wears a simple afternoon dress, preferably a light-colored one, and silk stockings and slippers.

AT SCHOOL OR WORK

Party dresses must never be worn to school or work. A simple cleanable dress, almost bordering on a uniform, is essential for school or business. Many girls wear party dresses to school or office when the dress's life as a party frock is over. Don't do that! Never

appear in satin slippers or old party slippers at school or work. It is bad form.

For graduation the keynote is simplicity.

GIRLS AND HATS AND GLOVES

A hat is worn by a girl to church, luncheon, teas, matinées, church weddings, funerals, and garden parties, and always on the street. With plain, simple dresses go plain, simple hats. Elaborate or beribboned dress hats are only correct with rather fancy dresses at an afternoon party.

A hat is not worn with evening dress.

Gloves are removed entirely at luncheons and teas and in restaurants, *not* partially removed and tucked in at the wrists. At a tea, gloves are left on until the wearer is served, when the gloves are taken off entirely and kept in the lap.

Many girls make the mistake of buying clothes which look wonderful on someone else, or which are ultra fashionable, when such costumes are all wrong for the purchaser's style. Buy carefully at sales. A dress which is cheap but of no real use to you is an expensive purchase. Buy only what you need and what is becoming to you. Maintain your personality. Buy few clothes, but have them right!

CLOTHES FOR THE CHAPERON

A chaperon wears the same general type of clothes as does the girl she is chaperoning. If a mother chaperons her daughter to a college prom, for example, she wears formal evening dress herself in the evening, not the costume in which she traveled to the college town or lunched in at the college inn.



ABROAD AT HOME



Have you forgotten your manners?

CHAPTER V

ABROAD AT HOME

ON THE STREET

WHEN you go out of the door of home or school or business, and start down the street, your costume must be absolutely complete in every detail. Custom demands a hat on city street for both boys and girls. If gloves are to be worn, they must be put on inside the building and fastened. John Green dashes down his steps to school with part of his breakfast in his right hand and his coat in his left. Alice Brown powders her nose while

waiting for the street car and puts on her gloves. But that doesn't make it right and proper!

When you are walking along the street, remember you are on dress parade. Therefore, do not shout across the street to friends, or whistle to attract their attention. If you want to speak to someone on the other side of the street, cross over. Even though it be your long-lost friend, don't kiss. Kissing on the street or in public places is taboo.

If you want to hold quite a conversation, walk along in your acquaintance's direction. No one must stand and converse on the sidewalk.

When several friends meet on the street and are walking in the same direction, they must never walk more than three abreast; and groups of two are more comfortable for the passer-by. On narrow or crowded walks, with people constantly coming toward you, the member of the group nearest the curb drops back and the friend next him moves over to the edge of the sidewalk. If separated temporarily, by someone's walking or pushing between you, do not try to carry on any further conversation until you are again side by side.

Within the confines of your own debating society, what you have to say is the important thing; but on the street, how you say it makes all the difference between good manners and bad. If you say it with giggles,

for instance, or with wild gestures or with loud voices, with proper names peppered heavily upon the air, with singing, then passers-by think to themselves, "Youth is certainly callow!"

Taking hold of each other's arms, pulling and jerking and pushing each other in rough friendliness, are in equally bad taste. Never turn around and stare at someone you have passed, or make remarks about him. It is a cruel thing to jeer, or even to make comments about a person who is the least bit "queer" in your estimation. Even the 100 per cent. perfect are sensitive.

Don't talk to people you do not know on the street. That's self-protection.

However, a perfectly courteous request from a stranger for directions always requires a courteous answer or a suggestion as to the nearest place to get the information, if one is not able to answer correctly.

A crippled person is given the right of way on the street, and his passage is made as easy as possible; so too with an elderly person.

If an acquaintance of one member of a group crosses the path, he is passed by with a friendly greeting from the person who knows him. This is neither the time nor the setting for introductions. Street introductions are always out of place.

If these two must really transact a brief bit of business, the remainder of the original group—even if “the remainder of the original group” should be only one person—goes on ahead. If the third person is invited to walk along, he is then introduced.

Except, possibly, on the campus, girls should not go along the walks with their arms about each other's waists, or holding hands, or arm in arm. Boys should not walk with their arms across each other's shoulders, or arm in arm.

Party clothes are not for street wear. If you are going to a party, wear a wrap of some kind on the street. A boy always wears an overcoat over his dress suit or Tuxedo, even in summer. The better class of girls do not powder their noses in public, or touch up their eyebrows, or use lipstick on the street.

Never comb your hair in public, or manicure your nails, or pick your teeth.

Never expectorate on the street: use a handkerchief.

Don't eat anything on the street.

Don't chew gum.

The street is the dirtiest place in the world. Candy, cake, or other foods, once dropped on the sidewalk or floor, should be considered lost forever. Flowers, food, and papers lying on the street should be passed by as if they were dynamite.

Money, jewelry, and articles of real value when found are hard to resist; but the impulse to say, "It is mine by right of discovery," is all wrong. Any ethical person is bound to advertise the article which he has found or to take it to the nearest police station.

There is nothing gracious to be said about bad manners on the street. Carelessness in the smallest detail of street behavior marks a person as distinctly ill bred. Do not congregate on street corners or lounge against pillars or store windows. Lounging *inside* a store is no better. Even in very small towns "the drug store gang" is not in good repute. To hang around a soda fountain counter for lack of something more interesting to do links one up with third-rate persons.

Keep to the right, unless you are passing a person ahead of you, in which case, pass to the left. Never push another person to one side in order to hurry past. If a person accidentally bumps into another on the street, he says, "I am sorry," or "I beg your pardon."

When the colors go by, a boy removes his hat and stands at attention until the colors have passed. A girl remains standing motionless and erect, with hands at side. If a funeral is passing on the street, one must not cross through the procession, but must stand quietly, without talking, until it has passed. This is in deference both to the dead and to the bereaved.

CHERCHER LA FEMME: PARAGRAPHS FOR BOYS

A girl appears around the corner.

Then watch the situation change!

Doubts about one's ability to observe all the conventions appear at the same time as the young lady.

In chronological order, the correct procedure is this:

The girl should be the first to speak.

The boy, when "recognized," at once raises his hat and says, "How do you do?"

Just plain "How do you do?"—not provincial phrases, such as 'Hullo!' "Atta girl!" "Well, here we are again!"

If he is smoking, he takes the cigarette out of his mouth. If they stop to speak for just a moment, the boy removes his hat and holds it in his hand until the brief conversation is over. There should not be a lengthy interview or a visit on the sidewalk. If they want to talk at all, the boy must walk on with the girl toward her destination. He asks first if he may. Then he puts his hat on again and walks along, at the side of the walk nearest the curb. He does not walk between two girls, if there happen to be two instead of one, but always nearest the curb. If he has a cigarette in his hand, he throws it away. He must not smoke on the street while walking with the girl.

A boy must not have his hands in his pockets. Hands in pockets are bad form for both boys and girls.

If the girl is carrying some heavy, cumbersome article, such as a suitcase, the boy asks if he may carry it, and the girl allows him to do so. A boy may hold an umbrella over a girl, but he may not hold her parasol. A girl does not try to pick up anything she may drop if a boy is with her, but leaves it for the boy to do.

A boy must not walk along the street striking at objects, animate or inanimate, with a cane or stick.

Of all the third-rate things which are done all of the time and never should be done, the most common is for a boy to hang on a girl's arm. *A boy must never take a girl's arm.* 'That is a mark of disrespect, and cheapens the girl.

A girl may only take a boy's proffered arm if the street is extremely rough and dark and she is wearing high-heeled shoes, which make walking precarious for her.

A boy may place his hand under the girl's elbow to assist her into a street car or other conveyance, both of which she always enters first. If two acquaintances, who meet by chance, get on the same street car or bus, the boy does not pay the girl's carfare. He only pays her fare when he has asked her to go some place with him as his guest. A boy gets off a street car or steps out of an automobile first and helps the girl to alight.

The street is no place for devotion.

Every time the girl speaks to an acquaintance, and

every time the boy passes someone he knows, the boy must lift his hat; that is, raise the hat completely up off the forehead. Lifting one's hat does not mean waving the hat grandiosely, like Puss in Boots. It also does not mean lazily touching the brim.

HATS OFF

"On again, off again" is the case of the hat on the head of a well-bred boy or man. He raises his hat to a girl or a woman whom he knows when he passes her on the street, whether she is alone or with another man. He raises his hat whenever he speaks to a boy or man who is in the company of a girl, whether he himself knows the girl or not. If he is walking with a girl or woman, he raises his hat to whomever she speaks, whether he knows them or not, and whether it is girl or boy to whom she speaks. He raises his hat to any woman or girl for whom he does any favor, such as picking up some article she has dropped and returning it to her. A boy must always pick up any article which an older person or a girl drops in his vicinity.

He raises his hat to his father, his grandfather, a clergyman, and his school teacher; otherwise, unless the men he speaks to is very distinguished or elderly, he need not lift his hat in speaking. He must remove his hat entirely when he stops to speak to a girl or

woman on the street. He raises his hat when riding, but if he is driving a car it is enough for him to touch the brim of his hat in salutation.

He raises his hat in the street car whenever he offers his seat to a girl or woman, or if he picks up anything for her or renders her any assistance.

If a boy holds open a door for a girl or woman to enter the building first, which he should always do, he raises his hat. He removes his hat in the elevators of a hotel or apartment house. He need not remove his hat in the elevator of a public building or store. A boy takes off his hat when entering any office, any public library, school, concert hall, theater, church and in any memorial building. He removes his hat when the national anthem is being played, and does not replace it until the anthem is over.

ON THE STREET CAR

A girl enters a street car or any other public conveyance before a boy or man. Even if the girl or woman is not known to the boy, he is expected to stand at one side and let her enter first. A boy should not offer to pay a girl's carfare unless she is his guest. If he offers to pay the fare of a girl he has met by chance and the girl objects to his doing so, he must not press the point, since it was his mistake to have offered.

To refuse to offer a girl or woman a seat on the plea that "if she can go to work, she can stand" is boorish. Women have always worked, and if it was once proper to offer them a seat, it still is. The better class of men and boys never fail to observe this rule of courtesy. No boy should remain seated in a car while a woman or girl is standing. He should raise his hat and offer his seat to the older woman in preference to the girl. No girl should remain seated while an older woman is standing, but she should, instead offer the elderly woman her seat.

) A girl or woman must accept a seat when it is offered, and she should thank the boy or man for the seat. It is bad form to refuse the seat; it is equally bad form to accept the seat without saying "Thank you!"

If it is possible, the boy alights from the car before the girl or woman with whom he is, and then turns to assist her from the car.

THE AUTOMOBILE

The thing to avoid in motoring is the air of a delivery truck. Many a well-intentioned hostess invites a friend for a drive and then proceeds to fill all the seats as well as the lap of her guest with bundles and groceries. Or a boy invites a girl for a drive and bundles her into the car with a shove on her elbow

as if she were a package of some kind, not even a breakable one.

A hostess should state a definite time of starting on the drive, should suggest where she plans to go, and give a definite hour for returning. If a guest cannot start or return at the hour mentioned by the hostess she should not accept the invitation. Usually the hostess makes all the plans. If they stop for refreshments, the hostess should pay the check, unless the understanding has been that it shall be a "Dutch treat."

LONG TRIPS

When people plan to take long automobile trips together, a business arrangement should be arrived at before they start. What share of the expenses shall be borne by the owner of the car and what by the guests? How much luggage may the guests take and how much may the owner take? A long trip in which everyone stumbles and climbs over luggage and extra coats at every stop, and preserves the remnants of yesterday's lunch in boxes at their elbows, is not the trip where "a good time was had by all."

In case of an accident to the car, who shall share in the expense? The division of expense may be whatever the persons most concerned agree upon, but agreed upon ahead of time it must be. It is better not to take young children on a long trip. They are likely

to get homesick, and their unhappiness can dampen any trip. Boys and girls together may never go on all-day trips without a chaperon or adviser.

Both host and guest need to observe certain DON'T signs in conversation *en route*. The host must not confide in reluctant ears that gasoline to-day is thirty cents, whereas yesterday it was twenty. He must not explain how a bad stretch of road will cut his tires to pieces to the extent of so much a tire. He must not peer around to see if that queer noise in the rear of the car means so many cold dollars for a new axle or comment on the fact that the slightest hill makes the car boil.

The guest, on the other hand, must not say that every jar causes his heart to flutter, or that such queer noises in the front and rear of the car frighten him, or that going around corners so fast or so slow upset him.

No. The conversation on a drive ought to follow conversation at home, where the host would scarcely discuss the inward workings of the plumbing or the guest comment on the uncertainty of the lighting system.

DON'TS ON COUNTRY ROADS

No one should drive through country roads at such a rate of speed that he endangers the life of the inhab-

itants as well as of the proverbial chicken that flutters across the road. He should not draw up his car under a sheltering tree and, after eating a lunch, scatter papers and fruit skins over the highway or fields. He must not help himself to another man's apples, melons, or corn simply because the owner of the property is not in sight. He must not pick flowers or cut down Christmas trees.

He must not seek out some secluded spot and proceed, ostrich-like, to hide his head in some girl's embrace or *vice versa*. He is always seen, generally recognized, and looks ridiculous. The better types of boys and girls do not follow this barmaid practice. There is a less vulgar way of discovering the fact that "familiarity breeds contempt." There is always the family hammock under the apple tree where one is at least partially chaperoned by the neighbors' curiosity.

A girl who is driving alone may offer a ride to another girl or woman, but she must not offer a lift to a man who is a stranger to her.

DON'TS ON CITY STREETS

Every traffic rule must be strictly obeyed. It is the duty of every motorist to look out for pedestrians and to slow up at all crossings and street intersections. An elderly person should never be made to run across a street in order that some driver may hurry his car,

along. It is as necessary to be courtly to older people from a car as from any other angle of approach.

Never offer or accept a lift in the city.

If you drive to school, do not sit around in your car talking with friends, but go directly into the school. Cars are expensive playthings for young people, and it is better form during schooldays not to have your own personal car, or to exhibit your parents' cars ostentatiously.

IN AND OUT OF THE CAR

The guest waits until the host or hostess asks him to enter the car. He sits wherever the host indicates. A girl is always expected to sit at the right of a boy or man, but if the host asks her to take some other seat, she complies with his suggestion.

A girl enters an automobile before a boy or man. He may assist her to enter by putting his hand under her elbow, if she wants his assistance. In leaving the automobile, the boy or man must get out first and either assist the girl to step down, or stand ready to be of assistance. A boy must never remain seated in the car while the girl alights. Whenever a boy who is seated in a car wishes to talk to a girl who is on the street or sidewalk he must get out of the car to do so. To remain seated in the car while the girl stands is bad form.

THE FLAG

A flag is never raised before sunrise nor lowered before sunset.

It is not put out at all in stormy weather except in government buildings or military posts. It is never displayed if ragged. To display a frayed flag is a great discourtesy to the flag.

In hanging, the flag should never be allowed to touch the ground.

Before being hung at half mast the flag should be raised to the top of the staff, then lowered to half mast. On Memorial Day the flag flies at half mast until noon and then is raised to the top until sunset.

If the flag is hung horizontally in a way that shows both sides of the flag the blue field containing the stars or Union as it is called should be at the right of the building it is hung from. If it can only be seen from one side the Union is at the left.

Nothing except the Bible should be laid on the flag.

If the flag is used as a badge, it should be worn at the left of one's coat, over the lapel. It should never be twisted into designs or worn as a dress or part of a dress. Strips of red, white, and blue bunting are used instead.

The flag must never be placed *below* a person who is seated.

Persons must stand at attention when the flag is

being raised or lowered or is passing in parade. Boys and men uncover their heads.

Everyone must stand when the "Star-Spangled Banner" is played.



THE TEA



The tea is an intelligence test.

CHAPTER VI

THE TEA

THE first tea to which a person sets off tests poise and clear thinking and sound judgment more than do most of the questionnaires to be filled out in school.

Suppose you are going to a tea? What will you do, step by step?

First, you will look again at the card of invitation to make sure that you go to the house during the

proper hours. Teas are usually from four to six, but you want to be sure.

Then, you dress.

Wear a street costume. Avoid sport clothes, if the tea is indoors. Avoid jewelry.

A girl must always wear street clothes to a tea. A suit is proper, but not a shirtwaist and skirt without the coat. A girl avoids elaborate afternoon dresses. She must not wear a light dancing frock.

Give a last long searching glance at your finger nails and then at your shoes. The nails must be clean and the shoes polished. Then put on your hat, coat, and gloves *inside* your own front door. You want to set out from home with flags flying. If you know that you were accurately and soundly put together before you left home, you can forget all about yourself at the tea and really enjoy every moment there.

You do not attend a tea in droves, but go independently or with one or two friends; and you may leave by yourself or with one or two companions.

Reaching the house where the tea is given, there is the little matter of the door bell to get over, before one actually penetrates the haunts of the friendly tea-drinkers. If the hostess lives in a house, you will probably not need to ring the bell. A maid, a sister, or a friend of the hostess will be standing beside the,

door and will let you in as soon as you come up the steps.

When going to a tea or reception, you do not need to ask at the door, "Is Miss Mildred Lee in?"

Victory over self-consciousness and hesitation is only half won at this point. Once inside the house, the problem of excess wraps, hats, gloves, rubbers, umbrellas comes up.

Don't leave rubbers outside the door, *à la* the Mohammedan, or umbrellas. The hostess provides some place for them inside, a dressing room or a corner of an alcove out of the line of traffic. She also provides a perfectly apparent place for overcoats.

Boys remove hats, gloves, and overcoats. Girls leave on their hats and gloves. If it is suggested to girls to remove wraps, they leave them where indicated. Otherwise, girls wear their wraps into the room where the tea is being served. If she is wearing a suit, a girl always keeps on her suit coat. Just before she is served with refreshments, the girl takes off her gloves and holds them in her lap.

The hostess will be near the door. If you are very late and the tea is very small, the hostess may instead be at the tea-table. In either case, go directly to the hostess, and say, "How do you do, Mildred?" or, "How do you do, Miss Lee?" Whether you call your hostess by her given name or use the more formal title

depends entirely on how well you know each other. When in doubt, use the more formal "Miss," particularly if you are a boy addressing a young woman or girl.

The hostess is always the first to offer her hand in greeting.

The guest will take his cue from the hostess, who is the one to decide whether the greeting is sufficiently complete without handshaking.

Guests keep coming in. They may come and be welcome until practically the last minute indicated on their invitations.

Shall you stand or sit during the tea? At a tea there is a chair or a seat on the davenports for every one.

Should you rise when a newcomer is presented to you?

Yes, always, if you are a boy.

No, if you are a girl—unless the newcomer is an older woman or an elderly or very distinguished man.

If presented to a newcomer, the proper reply is "How do you do?" Never say, "I did not catch your name," or "Pleased to meet you."

Two boys, or a man and a boy, when presented, shake hands.

A girl need not extend her hand when someone is

presented to her. She must, however, never refuse a hand which is proffered.

If the newcomer in the swirl of things is washed up, as it were, on the social beach beside you, enter into conversation with him in a simple friendly way, whether introduced to each other or not. The fact that you are in a friend's house is introduction enough to engage in conversation.

At a tea, as at a luncheon or small party, do not insist on leading the conversation for the whole room. Broadcasting your ideas is not wise, or good form.

If you feel self-conscious or ill at ease for a few moments, bear in mind that your feelings are not apparent to the naked eye. Most of the people around you are too busy with their own interests and thoughts to bother about your behavior. Don't hasten to cover, and don't feel that you must talk to someone to relieve the strain. No one is the worse for standing or sitting alone for a few seconds.

TEA AND CAKES

When one wants tea, one goes directly over to the table where the hostess or two of her friends are pouring tea and says, "May I have a cup of tea?" This is done politely and not in hot haste, of course. You are asked if you would like sugar in your tea, and cream or lemon. In your cup of tea you may take either lemon

or cream, with or without sugar. Do not take both lemon and cream simultaneously. When your hostess or her assistant asks politely, "Lemon or cream?" your answer is, "Lemon, please," or, "Cream, thank you."

A boy obtains the tea for a girl or older woman, and takes the cup, with saucer or plate, to her. When there are not boys or men at the tea the young girl brings the tea to an older woman. Otherwise, each guest goes to the table and helps himself to cakes, sandwiches, muffins, jam, or whatever refreshment the hostess has provided. You do not need to wait at a tea until those around you have begun to eat their sandwiches or drink their tea. Tea is a leisurely, individual sort of affair, and every guest may partake of it in his own season.

The person who thinks a great deal about himself, who has no social sense or no realization of social responsibilities, often says at a tea, "I do not care for tea," or, "Cakes do not agree with me," or something else to the same effect. No one has a right to talk about his or her likes or dislikes in the matter of food at any time, least of all while a guest. No one except the speaker is the least bit interested. At a tea, a person has opportunity to choose what he wants without being questioned. But if by any chance food he does not want is offered him, then he must take a trifle and say no more about it.

SAUCERS VS. PLATES

No two of your hostesses will serve tea in precisely the same way. If you make any kind of a mistake, do not worry. None of the blunders which you may make at a tea are really harrowing. Teas are informal and friendly, for the hostess does not intentionally invite "sniffers" to tea. When in doubt, take a long breath. It is as good in a social emergency as in an examination.

Many hostesses provide for the convenience of the guests a number of little tables. If you have some spot on a table which you may call your own, then, after receiving the cup and saucer, you take them over to your own table, put them down, and then return to the large tea table to collect the more substantial items on a plate.

Many other hostesses plan their tea service so that the guest rests his cup, plate, and its contents, upon a combination of the left hand and left knee. Balancing can be done, without either complaint or accident. In all such cases, the spoon is laid on the plate, at the right of the cup.

Napkins and plates are always to be discovered on a tea table. They are placed there in a pile, napkin alternating with plate. Take one of each. The tea napkin is so small that you unfold it completely and spread it across your lap—quite the opposite of the

way you unfurl the large napkin used at dinners. When you have finished your tea and the accessories such as nuts and candies, then the napkin is folded slightly—not accurately in its former creases, but almost crushed—and handed with the tea plate to the maid or friend who is assisting the hostess. If no one is assisting her to gather in the tea things and carry them into another room, then you place the tea plate, with the napkin beside it, in some secure position out of harm's reach.

With the tea things, your behavior is governed in large measure by the furniture in the room and the assistance your hostess may have. Tea in a tiny apartment, sparsely furnished, or in a freshman study or in a boarding-school room intended for far different purposes will not have all the dishes and comfort-producing tables and chairs one expects to find in a fraternity house or in an old family home.

You may leave a tea whenever you wish, provided you have done your bit socially; that is, if you have greeted your hostess and stayed long enough to talk pleasantly with a few of the guests and finally said to your hostess, "Good-bye, Miss Lee. Thank you so much!" If the hostess's mother is at the tea, be sure to bid her good-bye also.

You may also stay as long as you wish at a tea within the limits of the invitation. If you have come

toward the end of the tea hour, you may even stay a few minutes over the time limit given on the card of invitation. Never go to a tea after the hours stated on the invitation.

When you go, go. Don't linger.

RECEPTIONS

These are the directions for a small informal tea. A reception is, at bottom, a tea on a formal and larger scale. At a reception one does not stay so long or sit down.

At a reception, be sure to go directly to the "receiving line" from the hall or dressing room. The receiving line includes the hostess and the guest of honor, perhaps one or two other persons. They will shake hands with you and talk with you very briefly. Then you stand about talking for a few minutes with friends and acquaintances, "partake of refreshments," stay a few minutes longer, and go. You do not need to take formal leave of your hostess at a reception.

THE DUTIES OF ANY HOSTESS

To be a hostess is very pleasant, but a task full of responsibility. Invitations come first on the hostess's list of duties. These should be mailed from ten days to two weeks, if possible, before the date set for the tea or dinner or luncheon or dance, so that the people

she invites may have plenty of time to plan out their schedules of engagements. Forms of invitations, acceptances, and regrets are discussed fully in the section called "Invitations."

The hostess must invite persons whom she believes will be congenial and pleasant and well-mannered. Be careful to have persons with the same tastes or interests. Don't try to pay back all social debts in one fell swoop. Have an equal number of boys and girls if it is a "mixed" party.

The hostess must not invite more guests than she can comfortably accommodate. This is particularly important when the entertainment in question is a dinner or luncheon. Then, she must plan her seating at table so that persons who have common interests or who are likely to get a mutual thrill are table companions.

Technically, no guest may come to your house without the sanction of your parents, so the guest owes to them a courteous expression of appreciation for their hospitality. Remember that your father and mother are the host and hostess and that the guest must say, "How do you do," to your mother upon arriving and must express thanks to her upon leaving. The son or daughter is only a deputy host or hostess.

Very often, before a party the family thinks that housecleaning and rearranging the furniture get all

the emphasis; much too much, in fact. No preparations for a party ought to turn the household upside down or drive most of the family away from home for long periods of time. Your mother must come to the party; she is really the hostess. Other members of the family who wish to, should be allowed to meet your friends and stay a few minutes talking. Ice cream on the kitchen table or back porch should not be their only share in the festivities.

Keep the refreshments simple.

The hostess should not have too much food, or too elaborate. Daintiness must be striven for. Sandwiches must be small and very thin, with the crust cut off; cakes or squares of cakes must be small. Ice cream and ices are not served at teas, although served at receptions. At a tea, napkins and plates are placed in a neat pile at that side of the table most convenient to the guests. In the pile, napkins alternate with plates.

A hostess must plan some provision for the coats of the guests and a place for them to look in the glass and make necessary repairs to the costume. In many cases, this need not be more than a corner of the hall with a mirror and a chair or two, but one must always be prepared for emergencies.

At a tea, a house is decorated perfectly if it is spotlessly clean and there is a centerpiece of flowers in a

glass or silver vase on the refreshment table, although many bowls and baskets of simple flowers or leaves or green help to create a friendly atmosphere. Keep your eye on the ventilation, or appoint from among your good friends a monitor of the windows and heat. A hot close room kills all desire on the part of the guests to sparkle or even to do their normal bit toward keeping things going.

At a tea, unless the weather is too warm, the shades are always down, the curtains drawn, the lights lighted, and simple candles and candlesticks on the tea table. Light a fire in the fireplace if you have a fireplace and the weather permits. The house should not be in such dim shadows that the guests stumble about. What the hostess should be striving for is to cut down the glare and secure an effect of restful, pleasant warmth. In summer, serving the tea on the porch or lawn is pleasant.

The hostess at a tea wears a simple afternoon dress, preferably a light-colored one, without hat or gloves. Friends who assist the hostess to pour tea wear afternoon dresses with hats.

When you give a party the main thing to do as the host or hostess, is to be sure that your guests have a really delightful time. If there is a note of worry or of ostentation, the party is bound to fail.

An afternoon party or a meeting of a small school

club differs from a tea in that the hostess plans a definite entertainment; for example, a programme of games, or progressive tables of cards, perhaps some informal dancing afterward; and the refreshments are usually somewhat more elaborate. The invitation always gives only the hour to arrive. It is no more excusable to be tardy to such a party than at school, possibly a bit worse. The party has to wait for the offender.

A dinner guest is expected to converse with persons on both sides of him. No one may sit in silence at a dinner table, replying only in monosyllables and just tucking his food away. The object of a dinner is to draw a number of congenial persons together for their mutual enjoyment over the informality of food.



THE HOUSE GUEST





CHAPTER VII

THE HOUSE GUEST

WHEN YOU ENTERTAIN A HOUSE GUEST

IF YOU are planning to entertain a guest overnight, or longer, remember that the invitation must come first from your mother in writing. The invitation must state plainly the time for the arrival and for the end of the visit, for the guest's own sake, even more than for the hostess's. Do not suddenly spring a guest on your mother, as, "Mother, Emily Jones is coming to spend the week-end with us." Undoubtedly, your mother would make the best of it and, realizing that Emily Jones did not know she

ought not to have accepted an invitation without its coming from her, would greet Emily cordially. However, the visit might not be a convenient one for your mother and it would not be fair to Emily.

The Guest Room. Be sure that the guest room is ready for the visitor, or, lacking a guest room, that plenty of space for putting clothes away is available in the room allotted to the visitor. Bureau drawers should be empty, with white paper at the bottom of them. Clean sheets should be on the bed, and clean pillow cases, counterpane, and fresh clean blankets. It is not good form to put the guest in a room with any one else. The family and not the guest should do the doubling up, if any sharing of rooms is necessary.

Clean towels, both face and bath towels, and a bath mat should be laid out for the guest, and fresh cakes of soap.

The bureau should be provided with a pin tray, sewing kit, a clean clothes-brush, a hair receiver, a hand mirror and a clock, if convenient. The guest is expected to bring his individual brush and comb, and toothbrush, but in case of emergency, it is always well to have on hand a clean brush and comb, a new toothbrush in "Sealpax," also a nailbrush.

Many a polite guest has nearly died for want of a glass of water at night. Place a glass and, if possible, a water pitcher at the head of the bed on a small table.

Along with it should go a reading lamp, a book or two, and a magazine. A guest room should contain a waste basket and writing materials, a good pen, pencil, ink, blotter, writing paper plus stamps. Fresh flowers in season should always be in a guest room.

The Arrival. The guest should be met at the train, if possible. Full directions, however, should have been sent him telling how to reach your house.

The guest upon arriving is greeted at once by your mother, unless she is out at the moment. The guest is then shown to his room to unpack, wash, and change his clothes, if he so desires. He should be shown the location of the bathroom, whether a private one or one shared by the family. If you live in the country and are without running water, fresh water should have been placed in a pitcher near the wash bowl in the guest's room.

No one should hover over a guest. The meal hour should be told him and then he should have time to unpack and get acquainted by himself with his temporary quarters. When he is ready to join the rest of the family, it will be time enough to take him in hand.

His Entertainment. While it is well to have entertainment planned for your guest, it is not necessary to drag him breathlessly around a social arena. Give him lots of time to himself. A book, a newspaper, or magazine will carry him along very nicely over gaps

in the day's programme. Don't fuss over your guest; as, for example, one minute, "Do you want to read or listen to the radio?" and the next minute, "Would you rather take a walk or play bridge or listen to the radio?" Any expense incurred while entertaining a guest must be paid by the host, even for so small a thing as a dish of ice cream. It is a great trick to take a house guest for a ride and then thoughtlessly to allow him to pay for the gasoline or the movies or refreshments.

Never apologize for anything you have, or for the lack of anything. The guest must take you and your house as he finds you.

Cautions. Never allow your guest to do things you know your mother does not approve of. If your mother disapproves of playing tennis on Sunday, you must not play, even if your guest is "just dying to play."

Never embarrass your guest by dressing more elaborately than he, or boasting about your possessions or your father's position. Your guest's pleasure and comfort, even to the extent of his feelings, must be your constant consideration.

Never hold family councils, either of war or peace, before a guest, as that embarrasses him. No consultation about a guest must ever be held by the family; the guest is always conscious of this underlying current.

You must not ask to have a guest included in any invitation you have had, except for a large dance or reception. You may excuse yourself to your guest and go alone, or you may send regrets to your hostess, but never ask if your "company may come, too."

WHEN YOU ARE A HOUSE GUEST

What the Invitation Presupposes. Your invitation to spend a week-end or longer in the house of a friend must have come from the mother in the family. The mother's invitation, which will be written, should be answered in writing and promptly. No girl may ever visit at a boy's home, even though she is engaged to be married to him, without an invitation in writing from his mother. The mother is a constant chaperon for the girl and her son, and accompanies them wherever they go.

When you start on a house visit, be sure to take everything you will need with you, toothbrush, toothpaste, brush and comb, night clothes, slippers, dressing gown, etc. Do not expect your hostess to fit you out.

Arrive at the time you have been asked to arrive, and leave when your time is up. Do not stay longer, no matter how much you are urged to do so. If the invitation reads "Friday evening to Monday morning," leave on Monday morning.

A Part of the Household. Your first duty on ar-

living is to greet your hostess. The mother in the family is the real hostess. If she is not at home when you arrive, make it a point to see her as soon as convenient for her. Thank her for inviting you to the house.

Conform fully to the rules of the house where you are visiting. If, for instance, dinner is at six, be ready and in the living room a little before six.

Be up and dressed and ready for breakfast at the hour at which breakfast is served. If your hostess prefers to have your breakfast served in your room she will have told you so, and then you await your breakfast there. Do not get up hours ahead of time and prowling around the house. The person who said, "The man who wakes a sleeping family commits a domestic crime," was not referring to burglars, but to careless and thoughtless guests and relatives.

Do not talk at the table merely with the friend you are visiting, but engage in conversation with everyone at the table, particularly the hostess. If the hostess asks if you had a good rest the night before, assure her that you did. Never inflict upon her the fact that your tooth ached, or boast that you never can sleep in a strange bed, or that you had indigestion. It is your duty as a guest to have slept well—in your conversation, at least.

Duties As Well As Pleasures. Whatever plans,

from picnics to bridge, are suggested for the day, agree to with the air of one much pleased.

After breakfast, amuse yourself if your hostess is busy and the friend you are visiting has duties to perform. Walk or read or write letters until such an hour as your entertainment can be undertaken. If you are in a home where there are no servants, see if you can be of assistance in any way. Try to do your bit and still not intrude. If you cannot be of help, take yourself out of the road until your friend or hostess seeks you out again.

The fact that you are a guest does not mean exemption from all manual labor during the visit. A guest must keep his or her things put away: clothes and shoes and slippers in closets, the top of the bureau in order, and the bathroom always left after using in a clean and sightly condition. Hang up your towels and washcloths, wash out the tub and wash bowl, and put your toothbrush and toothpaste out of sight.

When you are a house guest, be very careful not to make sweeping comparisons with your own "home town."

Never go about a house making remarks about this and that, no matter how flattering. The house and its furnishings must be taken for granted. Never go on exploring expeditions, opening drawers and closets and doors of rooms. Do not use the family telephone

too freely. If you have any toll calls be sure to leave the amount of the calls before you go home.

If you are invited on an automobile ride while a guest at another's house, do not offer to pay for the gasoline. That is bad form, and if your host suggests buying refreshments while on a drive, do not try to pay for them.

If you have the misfortune to break a vase or ruin some valuable article while you are a guest ask if you may replace it and find out where you could obtain a duplicate. No matter what your hostess may say to make you feel less unhappy over the accident, report it immediately to your parents upon returning home. Never try to conceal any kind of breakage.

The End of a Perfect Visit. At the end of your visit be sure to say Good-bye to all the members of your friend's family, as well as to your host and hostess. Suit the hour of your leaving to the convenience of the household. Do not leave at an ungodly early hour because you want to stop in the city on your way home, for example. Pack up all your belongings and take them with you when you go in order not to leave anything behind you that must be packed up and sent to you later.

A good many guests leave the rooms they have been occupying in about the same topsy-turvy state in which boarding-school pupils leave their dormitory rooms the

moment Commencement exercises are over. That is a mark of being ill-bred. You do not need to make up your bed on the day you leave, as the hostess will want to make it up fresh for another guest or member of the family, but do not leave anything scattered about the room.

If there is a servant in the house where you have been visiting, it is well to leave a small gift of money for her; but if this does not seem advisable, at least bid the servant good-bye. Servants are as human as the rest of the world and have as high a regard for good manners.

Thank your hostess when you leave and assure her that you had a delightful time. Never afterward mention any of the family's affairs to other people or speak disparagingly of the household where you have been a guest. If you have eaten bread in another's house, you owe him your loyalty ever after. Only an extremely vulgar person ever makes personal remarks or unpleasant comments about a house where he has been a guest.

You must write a bread-and-butter letter to your hostess within two days after you have returned home. The letter must be written to the mother of the family, or if there is no mother in the family, then to the official head of the house. To omit this letter is an inexcusable breach of good manners.





THE LETTER



CHAPTER VIII

THE LETTER

"Messenger of Sympathy and Love,
 Servant of Parted Friends, Consoler
 of the Lonely, Bond of the Scattered
 Family, Enlarger of the Common Life."

From an inscription on the Post Office, Washington, D. C.

TO COPY model letters, changing only a name or two, and omitting a few phrases which do not apply, is a poor business. The person who receives the letter always detects the borrowed framework and wishes that the letter had contained the writer's natural thoughts and words.

To write a letter, figure out first what is the real point of the communication. Put that in the first sen-

tence—nothing else. Explanations, elaborations, other less important matters, come later. Each new idea requires a separate paragraph. Write as short sentences as possible. Do not underline words. That shows slovenly thinking. Never omit the subject of a sentence; for instance, never say, "Thought you might like to know" instead of, "I thought you might like to know."

No one can produce a good letter without ingredients of good quality. The ink must be good, the paper must be good. Cheap ink and frozen ink and watered ink are worse than useless. The paper chosen must be conservative in color and size, and there must be plenty of it, with no writing criss-cross, and with no crowding near the end. The pen used must be clean. Except on a sickbed or a train, pencils have no place in letter writing. If you are planning to write your letter on the typewriter instead of with pen, then clean the typewriter keys thoroughly before you start off. Blurred type has spoiled the effect of countless typewritten letters, and unconsciously indicated character. Sherlock Holmes, you remember, detected criminals by the state of their typewriter keys.

Straight, clear-cut margins down both sides of the paper—at least an inch at the left and almost an inch at the bottom—are a necessity. They serve exactly the same artistic purpose as collars and cuffs on a man's

shirt. People get along without them, but they should not.

A letter in its way is a picture, with balanced composition, light and shade, and pleasing effect, and, fortunately, no one needs to be an artist to compose a good letter.

PAPER AND ENVELOPES

When you buy stationery, do not trust what you see exhibited in the department store showcase, and do not go by the price. The best letter papers to buy are those which will fold exactly into some one of the standard size envelopes. There is nothing very dashing or bizarre about these forms, but that does not discount their value.

Stationery for girls is preferably white. Envelopes and paper must match and fit snugly. Monograms are a pleasant, though not vital, ornament for girls' notepaper. The address printed or engraved at the top of the sheet is much more useful to the person who is to receive the letter.

A man or boy must never use colored paper. The personal stationery of a man or boy is a larger size than that used by women. In other words, Mother's small notepaper may not be borrowed and used for notes of thanks and acceptances, nor for letters of application.

Boys and men need not necessarily use the sort of letter paper which is folded before one begins to write. A large sheet of the *best* quality linen, unfolded, will be suitable at any time for a boy to use. This does not mean school pad paper.

No employee has a right to write personal letters on the business paper of his employer.

HANDWRITING VERSUS TYPEWRITING

Handwriting is used for all replies to formal invitations, for all personal social letters and notes, such as notes of condolence and congratulation, and for any messages or invitations written on engraved personal cards; also, for names written on cards enclosed in flowers, candies, and gifts. Handwriting must be clear and regular and unaffected.

When writing on letter paper folded so that there are four pages to the sheet, the proper way in which to write is first on page one, then on page three—really to prevent blotting page one too quickly—then on page two, finally on page four.

Such letters are folded horizontally in the middle in such a way that, when folded, page one is completely out of sight. Never use half sheets of paper, or scraps of paper, or paper that has other writing on it.

All business letters are preferably typewritten. Newsy letters to friends and long, semi-business letters

to acquaintances are easier for them to read if type-written, and have lately come to be considered correct.

Every letter must contain the address of the sender. Every letter must be dated. To omit either address or date is as careless as to go out on the street with one's shoe strings untied. Date every bit of material you write, from letters on through laundry lists.

The sender's address may be printed or engraved about one inch from the top of the paper.

The single sheet with printed address has no formality connected with it. It is simply a good workable, everyday sort of paper for the majority of ordinary uses. It is not acceptable for any invitation, acceptance, or regret, which has the least bit of formality about it.

Good examples of different forms of address are:

40 GRAMERCY PARK

190 Giles Street
Alton, Illinois

Miss Elizabeth Wallace
1694 Morgan Street, N. W.
Washington, D. C.

No punctuation is used at the end of the line in such headings, except for abbreviations which may not conveniently be spelled in full.

Printed or engraved paper is no more correct than perfectly plain paper upon which the address has been written. It is only preferred because it is slightly more convenient for writer and recipient. The sender's address, if not printed or engraved, may be written or typed at the upper right hand side of the paper, thus:

1946 Morgan Street,
Washington, D. C.
January 16, 1926.

or

1946 Morgan Street,
Washington, D. C.
January 16, 1926.

The name of the city may be omitted if you are writing to someone in the same city.

THE SALUTATION

In the average friendly letter or note, with little or nothing which may be termed business in it, the salutation, so called, is very simple. It begins with either "Dear" or "My dear," followed by the form of name one would normally use in conversation with the person to whom one is writing.

"My dear" is a trifle more formal than "Dear."

First names are taboo in letters if not used face to face.

In typewritten business letters, such as letters of application, requests for school catalogues, orders by mail, the full and accurate address of the person or firm written to is stated in full at the beginning of the letter.

Thus, to an acquaintance:

My Dear Mrs. Hunter:

To a stranger, on a matter of business,

Mrs. William Hunter,
1936 Church Street,
Washington, D. C.

Dear Madam:

or

Mrs. William Hunter,
1936 Church Street,
Washington, D. C.

Dear Madam:

Each line of the salutation may either touch the margin or may be indented three typewriter spaces nearer the right than is the line above.

To firms and companies:

Jamison and Martin,
1424 Morgan Street,
Washington, D. C.

Gentlemen :

or

Jamison and Martin,
1424 Morgan Street,
Washington, D. C.

Gentlemen :

For firms and companies the single word "Gentlemen" is used.

"Dear Sirs" is no longer considered correct.

To beat around the bush in letters ruins their effectiveness. The opening sentence should contain "the big idea," the reason for writing.

In a letter of application, for example, why not say very frankly at the outset that you wish to apply for a certain type of position? There is no good reason for not doing so. To open a letter with a thin, wishy-washy phrase such as "I think, perhaps," "You may possibly" wastes time for the writer and reader and creates a poor impression.

A separate paragraph or paragraphs should contain a statement of qualifications and experience. Another

paragraph should be made up of a statement of salary recently received or salary you believe your work to be worth to the prospective employer.

Any letter of application must also contain statements in separate paragraphs about references and about an appointment for an interview. A separate sheet with these various statements itemized in tabular form is businesslike and convenient for the prospective employer.

SAFETY FIRST

No one should put into writing any message or sentiment or statement which may not be read from the house-tops, for the chances are that it will be. Letters are always getting lost or going astray and a few base spirits show letters written them in all confidence. A silly sentence or a rude one sounds ten times worse than it really is when read by strangers or unsympathetic acquaintances. Let a letter written in anger cool for twenty-four hours before mailing it.

Conversation and the contents of a letter correspond in every way. What is rude in one is rude in the other; what is improper in one is improper in the other; what is pleasing and dignified in conversation is the sensible and gracious thing to set down on paper. Before you write some lazy, half-apologetic sentence to a relative or former school acquaintance, stop and

think what his reaction would be if you spoke the same sentence directly to the "addressee."

What is written on paper is written to stay. Once having sent the letter off, there is no turning it back. A safe rule is never to make a statement in writing that you would not be willing to see printed in the newspaper over your signature.

Before one gives the name of another as reference, the courteous thing to do is to ask permission thus to use his name. Then you may say, for example, with a sense of security, in a letter of application, "Mr. Edward Lathrop, my former employer, of Williams and Hunter Co., Washington, D. C., has kindly permitted me to use his name as reference."

THE CLOSE OF THE LETTER

When the body of the letter is finished, close simply with "Sincerely yours," or "Very truly yours." "Sincerely yours" is used in all letters except business ones. "Very truly yours" is decidedly for strangers or business acquaintances. To members of one's family or the closest friends "Affectionately," is used.

Never say, "Cordially yours," or "Cordially."

Caution: Do not go in for flowing closings which remind one of the complimentary endings correct in Thomas Jefferson's time; as, for example, "I beg to re-

main ever your——," "Hoping that this may receive the favor of a reply, I am——." The test of an ending is its truth. No one really means "Ever yours." In all exactness she should be saying, "Sincerely yours." If one really means "Affectionately," then it is proper to use "Affectionately"—but never otherwise!

A legible signature is as necessary in life as a clean pocket handkerchief. One's name should be signed in full on every letter except those to members of the immediate family or close friends.

A girl should not sign her name to a letter or check, "Miss Perkins," or "Miss Sally Perkins." In distinctly business letters and in extremely formal letters she writes "Miss" in parentheses "(Miss)" directly in front of her signature.

Blots are inexcusable.

Good ink, good paper to fit some standard size envelopes, good margins, good grammar, good spelling, good punctuation, the proper form, and one main idea—all bound round with a standard size envelope, correctly addressed—make a grade A letter. No letter which does not meet every one of these tests ought to get even "a passing mark."

NOTES

There is no cut-and-dried form for either the note

of condolence or the bread-and-butter letter, because both are the most personal messages imaginable and vary with the situation.

The rules which may be laid down are these:

To use the form of salutation which you would use if you were speaking to the person to whom you are writing.

"Dear John" or "Dear Mildred," if you are in the habit of using the given name in conversation; "My dear Mr. Williams," "My dear Mrs. Evans," "My dear Miss Thompson," or "Dear Mr. Williams," "Dear Mrs. Evans," "Dear Miss Thompson," if you are not in the habit of using the given name in conversation.

To say what you want to say exactly as if you were talking to the person.

In a note of condolence, to use some phrase containing the word "sympathy" or "sympathize."

In a bread-and-butter letter, to say that you enjoyed yourself.

A bread-and-butter letter must be written to the mother of the house in which one visited, two days after one returns home.

To end with a sincere and dignified closing and a thoroughly legible signature.

No friend ever forgives another completely for delaying to write a note of condolence. A bread-and-

better letter after a visit is also a necessity. No explanations can excuse the selfish lapse from courtesy in either case.

A letter of sympathy is given here to show that every instance has its individual messages to be included and to show that no model can be set.

1425 Dort Street,
January 16, 1926.

MY DEAR MRS. CARR:

The class of 1928 at Central High School wishes that it were possible to tell you individually what John's death means to us all. He was our leader in so many of the activities of the school, the Tennis Club, the Class Play, our Student Government, and The Page.

Besides, he set us all a standard for scholarship and straightforward living that we will not forget.

The flowers we are sending and the class resolutions have seemed so formal a way to express our sympathy to you that I wanted to add this letter and to ask you if you would not call on me in any matter connected with the school in which I could be of service and help to you.

Sincerely yours,

WILLIAM MASON.

President of the Class of 1928.

ANSWERS

Personal as well as business letters to be answered

should be saved until the answer has been sent off. This is to enable the writer to take up and answer each point made, if necessary.

Letters which demand a reply should be answered promptly. On the other hand, it is absurd for one to think that rapid fire correspondence—for that matter, any correspondence—may be kept up with all the pleasant, interesting acquaintances one makes from time to time. Christmas cards were invented to act as substitutes for letters to all such persons whom one sees seldom but remembers occasionally with genuine pleasure.

Special delivery letters, unless containing a really important, “perishable” message, are an affectation and a great nuisance to the other inhabitants of your ménage.

Anything which is anonymous—except the anonymous gift of a million or so of dollars to a school or college or museum—is dishonest and unethical at bottom. The person who purposely sends an anonymous letter is a sneak, trying to dodge the consequences to himself. So is the person who says, “Now I am telling you this, but I do not want my name to be mentioned when the matter comes up,” or, “Don’t tell him I told you!”

Of course people who do similar things in ill considered fun are not deliberate villains but at least they are behaving in a crude way.

Unpardonable sins prompted by curiosity are reading over the shoulder of a person who is writing; reading letters and postals addressed to another, although opened and lying about; and opening a sealed letter belonging to another—a penitentiary offense, if the owner wanted to be disagreeable and press the point.

Never read a note which you are asked to deliver, even if the note is unsealed or not even folded. It is the height of rudeness.

When one asks a friend or acquaintance to deliver a note, the note is left unsealed out of courtesy.

POST CARDS

Picture post cards are poor carriers of messages. "Wish you were here!" "We miss you a lot" are samples of the phrases not to use when sending postals into the wide, wide world.

Plain post cards which tell to any one with bad manners enough to read them the entire business you are transacting are wrong to use as substitutes for letters. Their proper use is for announcements of meetings and for routine memory-joggers of other sorts.





INVITATIONS





Give the Guest a Chance to Refuse.

CHAPTER IX

INVITATIONS

REMEMBER that a written invitation demands a written, not a verbal, reply.

A formal invitation in the third person which demands a reply must be answered in the third person.

An informal note is answered with one in the same style.

Replies must be prompt.

FORMAL INVITATIONS

Invitations take a variety of forms, depending on the degree of formality and the age of the person who is giving the party.

For an extremely formal tea given for a girl who has finished school, the invitations are engraved cards. They are sent out by the mother. The mother's name appears on the upper line, with the young daughter's name, preceded by Miss, on the line below. If you are at all in doubt about the wording, go to the best engraver in town and look at his samples. Take his advice. Styles in engraving, wording, and size change greatly from year to year. Such engraved invitations are sent only for very large and elaborate parties. By the way, teas of this sort are entirely out of keeping for daughters still in school.

For a formal dance the engraved cards are practically the same as for the formal tea, except that the father's name as well as the mother's is given on the first line and the word *Dancing* is engraved in one of the lower corners.

ON CARDS

There is also the invitation on an engraved calling card. In ink below the hostess's name in the lower left-hand corner of the card are written the date and "Tea from four to six," or "Tea at four," or "Danc-

ing," or "Bridge at three o'clock," or some other statement of time and dominant interest for the gathering. This is the type of invitation for tea you often receive from your English teacher or your school adviser or your dean. It is a correct form much used by older persons. It should not be used by a school girl. Her mother must send out the invitations to a tea for her daughter on her own cards.

For informal home dances, also, invitations go out on the mother's visiting cards. Replies to invitations sent on calling cards are written on note paper, in the third person, using the accepted form for all formal replies.

Most girls and boys do not have visiting cards or calling cards until they have graduated from preparatory school or high school. Others order cards for the first time to enclose in announcements of graduation. "Calling cards" for young people are not a necessity; in fact, half the time a young person can find nothing to do with visiting cards except to put them in Christmas gifts or flowers. Having cards or not having them depends on the place where one lives and the "set" one moves in.

Visiting cards are always engraved. Do not buy a printed or written card.

Any third-person invitation may bear the letters, R. s. v. p. in the lower left corner. These are the ini-

tial letters of the French phrase, "*Répondez s'il vous plait*," which being interpreted is "Please reply." Sometimes the English equivalent, "The favor of an answer is requested," is used instead.

NOTES

The note of invitation in handwriting is sent for informal dinners and luncheons and for overnight or week-end visits in the country. If a boy is the host, his mother *must* write the notes of invitation. If a girl is the hostess, she will find that as a rule it is much better for her mother to write the note of invitation. One of the real reasons why the note instead of word of mouth is insisted upon for these three sorts of entertainments—dinners, luncheons, house parties—is to give the person who receives the invitation a chance to think. If a person is asked to give up a portion of his leisure time to share in your entertainment, he must be given an opportunity to look over his book of engagements, or to change plans already half decided upon. He or she may want to refuse. Everyone has a right to refuse an invitation, if the refusal is made graciously. Telephone invitations all too often make uncomfortable situations. They certainly give the person invited no chance to decline without long explanations. It is taking him unaware.

The informal note of invitation begins, "My dear Miss ——" or "My Dear Mr. ——" or "Dear Jane." It never uses the three-or-four-line business form of salutation we are taught to use in typing a business letter. Informal notes must always be written with pen and ink, never typed nor in pencil. They must be on white or simple, light colored paper, never perfumed. Choose paper where the envelope is simple and the sheets not larger than six by eight inches nor unusual in the way they are folded. Any note of invitation must give the day, the hour for the entertainment to begin, and preferably the address. If you have a "time limit," be sure to give it. Time limits are not only correct but highly desirable, from the guest's point of view.

There will always be reasons for last-minute teas and simple entertainments planned only a day or so ahead of time, where the invitation must be by telephone or word of mouth. A former schoolmate returns for a short unexpected visit or the chairman of a school committee decides to combine work with pleasure and ask the group to her home. Verbal invitations or those by telephone must be exactly as specific as written ones.

Formal invitations need not necessarily be engraved. Instead, they may be written by hand on the first page

of a sheet of notepaper of the best quality. Such a written invitation is worded and spaced exactly as an engraved one would be; thus:

The Class of Nineteen Twenty Eight
of
Saint George's School
requests the pleasure of
Miss Mary Gladstone's
company at dinner
on Friday the eleventh of October
at seven o'clock

An invitation to an informal tea for a girl is written on the calling card of her mother, thus

MRS. JOHN JOY

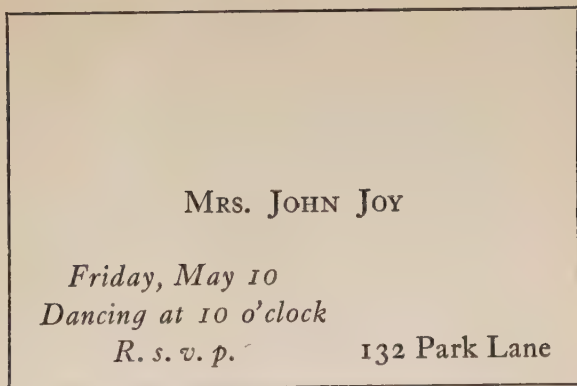
Friday, May 10

Tea at four

132 Park Lane

"*Friday, May 10 Tea at four*" is in handwriting, in black ink.

An invitation to an informal dance is written thus on the calling card of the mother:



"Friday, May 10 Dancing at 10 o'clock R. s. v. p." is in handwriting, in black ink.

An invitation to an informal dinner or extremely simple party is merely a very cordial note, written in ink, not typewritten, thus:

DEAR ELIZABETH:

Will you come over to family dinner with us next Wednesday evening at seven o'clock? My cousin Ethel Hopkins will stay with us overnight then on her way to New London, and I do not want her to go on without catching a glimpse of you.

6343 Vernon Road,
February 13.

Sincerely yours,
ELEANOR FERRIS.

REPLIES TO INVITATIONS

The replies to invitations follow perfectly clear mathematical laws. If the invitation is written, the reply is written and takes its note of formality or informality from the tone of the invitation. If the invitation from the future hostess is by telephone, the answer is made by telephone.

Above all else, reply promptly.

An acceptance of an invitation, either engraved or written, and sent in the third person is answered in the third person, written by hand in ink, on the first page of a sheet of notepaper, not letterhead.

An acceptance is spaced thus:

Miss Mary Ellis
accepts with pleasure
Mrs. Joseph Herbert's
kind invitation for dinner
on Tuesday the twenty-fifth of March
at 8 o'clock.

A regret sent in reply to a third-person invitation is spaced thus:

Miss Mary Carter
regrets that she is unable to accept
Mrs. William Walker's
kind invitation for dinner
on Tuesday, the eighth of January.

Place and hour are omitted from the regret.

If you are not sure that you will be able to accept an invitation, then do not dilly-dally. Send your regrets at once so that your host or hostess may ask someone in your place immediately, and not be compelled to wait until the eleventh hour. When an invited guest waits until the last minute to decline, the hostess has no alternative but to telephone one of her special friends to whom she can explain the situation. Eleventh-hour invitations are compliments, as only real friends are turned to in the hostess's hour of need.

If the invitation is sent on a card and requires an answer, the answer is sent on notepaper in the third person and follows the indention and spacing given in the example.

Copy out in long hand on good white notepaper the formula which fits your case and fill in the proper names. Typewriting must never be used for invitations or replies to them. Don't buy any sort of printed card which pretends to be a short cut. Never use engraved cards or forms for acceptances, regrets, and notes of sympathy. Every stationer sells hundreds of such queer cards, but that does not make the sending of them good form or desirable.

Once you have accepted an invitation, you are in duty bound to go on with your part of the contract and

attend the party, though the heavens fall. Nothing except grievous trouble in the family or your own illness will excuse you. There are many greedy young people who collect a number of invitations for the same time and then choose the one which seems most attractive. Their punishment will come when they themselves entertain.

Vice versa, if you have refused one person's invitation to an entertainment, such as a school dance, the theater, or a picnic, then you must not accept another's for the same time and place. Even though you dislike a person so much that you will not accept his invitation, you may not wound him so deliberately as to flaunt before him your acceptance of another's similar invitation.

A common pest in every social set is the girl who is invited everywhere and wants all her friends to be invited too, whatever the hostess's original plans or wishes.

"Oh, I'd love to come to your dinner, but my sister has a guest visiting her and we had half planned to be together that evening. I should hate to disappoint them, and still, I want to come to your party, too."

"Oh, let's make it into a real theater party and ask——"

A newcomer must not be injected into a party already planned, even if you have been invited on an ex-

pedition where each is to pay his own way, as the theater, for instance, or the ball game. Read "Seventeen" and see what happens when you ask an outsider to a picnic.

Do not ask for an invitation for another. The host or hostess has invited definite people, having carefully planned and considered before settling upon the list of guests. They know whom they want at their entertainment. If they had wanted the sister or relative or inseparable companion, they would have asked her, never fear. There is a limited amount of space in homes and halls. Often, as at a dinner or bridge, one more guest would throw the whole plan out. There is a definite amount of food to be supplied. One or more unexpected mouths to feed may mean reordering or more cooking.

A person with a house guest is often tempted, however, to ask for an invitation for the guest. As a rule, it is better to send regrets and stay home with the guest. One may ask for such an invitation only to a tea, reception, or dance, where one more person will make no visible impression upon the space or refreshments, and will not throw out of balance the equal number of girls and boys. One may never ask for an invitation for one's guest to a dinner or a luncheon or a card party. The "someone else" for whom the invitation is asked must be a stranger within the gates of the city, never a

local inhabitant whom the hostess knows perfectly well and could have invited originally.

Never ask for an invitation for yourself.

An engraved invitation does not require a reply unless a reply is requested, usually by means of the abbreviation R. s. v. p.

When these letters appear at the lower left-hand corner of an invitation, the recipient of the invitation must reply in ample time for the hostess to make her preparations, or invite someone else in case the person invited declines. A period of two days in which to make up your mind and work out your schedule of engagements is usually considered sufficient.

Certain formal invitations in the third person do not require an answer. They are: invitations to weddings and to graduation exercises, receptions, and teas—unless R.s.v.p. appears on the invitation.

Try not to indulge in telephone invitations if you can possibly help yourself. Write a note if there is time. Give the person you invite a chance to decline politely without being forced to tell you over the telephone all the different whys and wherefores for refusing. He or she may want to come, but offhand cannot be sure whether it is possible. If a person is not sure within a reasonable time, that he will be able to attend the party, then he must decline so that another may be given the opportunity of taking his place.

An invitation to visit overnight—whether for one night or for an entire winter—must be definite above all else. The invitation should state the end of the proposed visit as well as the beginning. Exact hours, train schedules, statements about clothes required, all serve to make the visit more comfortable for all concerned. Definite invitations bless those who give and those who receive.

Invitations to visit overnight, except where the families are extremely intimate, must come from the mother in writing and be addressed to the other mother in the case. "A child's invitation" is a proverbial expression for something too vague and inconsequential to be considered.

No girl must ever go to a man's or boy's house or rooms unless her mother has seen and approved of the invitation.

HURT FEELINGS

Hurt feelings follow the issuing of most invitations as the night the day, for no one with the mildest kind of self-esteem desires to be left out. If a left-out can only put himself in the hostess's place mentally for a few minutes, he will see that there is a good reason for being left out; and most often the reason has nothing to do with one's personality.

Sometimes plain rudeness on the part of the person

issuing the invitation is the cause. Occasionally, for instance, three people are talking and one makes the unpardonable breach of etiquette of inviting one member of the group verbally to do something and does not include the third person. An invitation from a person of that sort is not an invitation one wants.

If a reason for being left out cannot be discovered, or if one is convinced that one's personality is at fault, then the thing to do is to remedy one's offending personality or else to change one's interests so that lack of such invitations will never bother one again. A misfit at work at once makes plans to get into something where his talents and interests are used to the full. It is the same with a social set. If a person is not invited to certain parties, then, as fast as he may, he should find the group to which he can make some real contribution and go with it.

COLDS

A person with a bad cold ought to remain home from school, business, parties, the theater, or a dinner or a dance. Colds are fearfully contagious and spread from one person to another. A person with a cold is not an addition to any schoolroom, office, or party. Do not get the idea you cannot be spared from work or school. A person with a bad cold is incapacitated

for doing a good day's work, and no one forgives readily the person who passes a cold on to him.

The place for a sick person is at home and in bed. It isn't the sign of a good sport to go out among other people when one has a cold: it is the sign of a selfish and ill-advised person. Stay home, take a hot bath, go to bed, and, if necessary, send for a doctor. An ounce of prevention is worth a pound of quinine.



CONVERSATION





Don't be a bore!

CHAPTER X

CONVERSATION

MOST dinner parties are horrible bores, because the people who attend them won't exert themselves to talk. They evidently believe that food alone constitutes a dinner. After eating their celery and olives with gusto, all but a rare undaunted few merely stare at the centerpiece and occasionally throw out a brief paragraph or two about their personal likes and dislikes in cookery. No one has a right to be so stupid.

Shyness is not the cause of the vast majority of conversational blanks. Mental laziness and pure selfishness are the answers. It is so much easier for the parasite who wants to be entertained to sit about, allowing others to support the conversational beam, and to say, "You know *I* believe in being a good *listener*."

DANGER AHEAD

In your conversation always have a subject and predicate. Do not say, "Thought you might like to know," but "I though you might like to know." The use of *I* is not only proper but necessary.

Avoid slang and provincial phrases, as "Nightie-night!" for "Good-night," "All rightie" for "All right," "Boy friend," "Girl friend," "Ha," "Um," "Huh?" "Yep." Study carefully a book of good English.

It is not necessary to tell every stranger or new friend the story of your life or your family history. Be reticent about your own affairs unless you really need serious advice or assistance.

Never ask questions of others about their personal affairs.

Never exaggerate; exaggerations come home to roost. Do not go around Robin Hood's Barn to say something. Be definite and clear in your statements.

Don't trouble to flatter or compliment other people. It is bad form.

Never contradict. If you do not agree with another's statement, you can advance reasons why you think he is wrong, but do it courteously. Avoid talking forever on one topic. You will bore others fearfully if you do not show some conversational agility. Reserve your judgments; then, later on, you will not have to eat your words.

Little children are sensitive, and so are very old people. Be careful not to hurt their feelings.

AFFECTATIONS

Avoid all affectations, such as gesticulating, lifting the eyebrows, and shrugging the shoulders.

Don't talk "baby-talk," even to babies. Murder is almost justified in the case of the "baby-talker."

Be careful not to talk through your nose or to swallow your words. Talk clearly and in a low, well-modulated voice. A shrill voice hurts the ears, and mumbled words never reach them.

The speech chameleon is always the secret delight of the neighborhood. A girl, for instance, spends two weeks in Virginia and returns home to talk for months in the dialect of a Thomas Nelson Page character. Then she pays a visit to New York and when she returns you think you are talking to a New York City

telephone operator. If she should go to England, life would be jolly well something-or-other every few minutes and cheerio indeed.

Almost as difficult to follow as the imitator of dialects is the person with a distinctive local twang to his pronunciation which makes his conversation practically unintelligible to his associates. He really speaks a *patois*, which needs an interpreter from time to time. Such a mannerism is easy enough to overcome. Even a deliberately slower rate of conversational speed will put a stop to localisms and mispronunciations.

Never make another person near you uncomfortable by lowering your voice when talking to someone else in his vicinity. It marks you as extremely ill bred. A public place is not designed for private communications.

If at a tea or entertainment of any sort the hostess asks some one of the guests to sing or play, then, no matter how simple the music may be, the other guests must be careful to stop all conversation until the music is over. No one has any more right to talk or whisper during a musical performance, however informal, than one has during a prayer in church. These admonitions do not, of course, apply to the fairly continuous orchestral music which the hostess provides during a reception.

To talk in a loud tone, whether indoors or out, at home or in an office, stamps a person as crude. Such

a person is simply not acceptable, no matter how inoffensive the content of what he is saying may be.

FAMILIARITIES

The indiscriminate use of the first name is provincial, and those who insist that it makes for democracy and informality only write themselves down as ignorant of well-bred civility. For example, two persons who work together in the same office should never call each other by their first names during working hours, even if they are twin sisters.

You know how slovenly it seems to go into a large store or office and hear workers calling out to each other sentences like this, "Put it over there, Gus," "Send me that correspondence, Mamie," "All right, Jennie!" No time is gained, no more friendly note is introduced than would be if the fundamental principles of business-like conduct and courtesy had been observed and if the sentences which were used had been, "Please put it there, Mr. Brown," "Please send me that correspondence, Miss Smith," "Thank you, Miss Green."

Quantities of people call each other by their first names within an hour after they have been introduced. In a few days, the friendship has blossomed, ripened, and burst.

Intimate friends use the first name; others should

not. Intimate friends are those whose friendship is founded on mutual regard and close sympathy. Their relationship can stand all sorts of tests, particularly those of distance and long absence. If your connection with another will not meet these specifications, then you know that neither of you has any business to call the other by the first name.

Once in a while, you hear the noisy advocates of democracy boast that they "have no use for handles on names." They go in for calling everyone from the mayor to the lady from Philadelphia by the last name only. Almost nothing is as unpardonable socially as this. The person who speaks of a woman or girl without using "Miss" or "Mrs.," but uses the last name only instead, is marked as a vulgar bounder.

Among other cheap familiarities are saying "Hello" to any one except an intimate friend, and calling employer or teacher by some part of his or her name, as "Henry W.," "Amanda R.," "L. M."

"Please" and "Thank you" are small civilities indeed, but they are the hall mark of the well bred and the naturally courteous. They are the simplest acid test of politeness. You notice that those who make an ostentatious display of tips are the ones who forget to say "Please" and "Thank you" where tips do not enter in.

Any single word dropped in midair is bad form.

"Yes" and "No" must be followed by the name of the person you are addressing. To bark out "Yes" or "No" at another is unpardonable. If you do not know the name of the person to whom you are talking, then you must add some simple statement which will make your reply sound amiable, at least.

Do not say "ma'am" as a substitute for a lady's name. English novelists insist that all Americans use "ma'am" with every breath, but in actual practice "ma'am" is a word which is going, going, gone!

If you are addressing a man, you may say "Sir" as a substitute for his name. "Sir" still retains its ancient dignity and note of respect, and many of the better boys' schools insist that the students use it to the instructors.

Never use proper names, especially first names, in public places and on the street.

One's conversational relations with one's employer or school principal are quite ticklish if you do not know the rules of the game, and they are as simple as can be if you do. First of all, you must leave the room when you would overhear a private business or personal conversation of his. You must also not eat at the same lunch table with him. He is entitled to a few minutes of freedom from work and from enforced intimacies at that time, and so are you.

You must not offer your employer the simplest sort

of entertainment, even a cup of tea at your parents' home, unless the employer has clearly indicated that he believes this to be in keeping with your business relationships, and unless he has first extended some sort of semi-business, semi-social courtesy to you.

Then young people are always bothered about "who shall speak first," the employer or the employee, the principal or the pupil, on the street and in the morning at the beginning of the day's work.

About the "Good-morning," the rule is that every one who has any working contact with another, from the elevator man to "the chief," when he meets another must say "Good-morning," practically automatically, with dignity and without familiarity. There is no question of who should say "Good-morning" first or last; it must be said, and the less hesitation about it the better. No one goes out of his way to lay the offering of "Good-morning" at the feet of another, but those of really good quality would not think of deliberately refusing to say "Good-morning" to a co-worker with whom they come in contact.

On the street or in public places, speak to your employer or principal or instructor if you think he knows you. Do not feel hurt, however, if he does not show the slightest gleam of recognition. An executive who sees hundreds of faces a day in the office cannot be expected to remember every one.



AT HOME





"When I was at home I was in a better place."

CHAPTER XI

AT HOME

THE eighth deadly sin is "company manners." Eventually, like the affectations of the step-sisters of Cinderella, "company manners" fool nobody. Sensible people believe that if good manners are not sturdy enough and durable enough to be used on all ordinary occasions and around home, then it will probably prove disastrous to get them out and dust them off for company to look at.

Have you a superiority complex?

Most boys and girls seem to feel superior to their

parents. It is a chronic condition; in all probability, the present parents in their day felt superior to the parents of the generation before. So it goes. Shades of Darwin forbid us to think back too far.

It is well to remember, even if you are president of your class or captain of the athletic team, that no boy (or girl) is a hero to his parents. He can't be; his parents know him too well.

You may feel that your parents' clothes are out of date. Possibly they are, and if so, that is why your own clothes are in style or a little ahead of style. But parents are more than clothes; do not try to hide your parents somewhere in the rear of the house because you think they are "not classy enough" to meet your friends. Remember, a well-bred person expects to meet your mother and your father when he or she first calls at your house.

The superiority complex prevents many adolescents from listening carefully while their mothers and fathers address them, and from answering intelligently and truthfully questions put to them. Sometimes they omit the word "Mother" or "Father" from "Yes, Mother," "No, Mother," "Yes, Father," "No, Father."

No one can be admitted to the Fellowship of the Well-bred who is rude or patronizing to parents or to older people. Boys and girls are judged very severely

by their attitude to their elders. *Every Week, National Respect-for-Elders Week* was brought into general esteem by Confucius as early as 500 B. C., and millions of persons are still cheering the big idea.

THE ROUTINE MANNERS OF HOME

In a large number of homes invisible buglers seem to be sounding

I can't get 'em up!

I can't get 'em up!

I can't get 'em up in the morning.

The mother or father calls with the regularity of an intermittent alarm clock and nothing happens.

To be popular at home, rise promptly. Do not go to the breakfast table in dishabille, in spite of movies featuring breakfast in pajamas or lace dressing gowns. Put away all clothing and hang up all towels before leaving your room.

Always greet every member of your family with a "Good-morning." Wait until your mother has been served before you begin your breakfast. If there are no servants, help with the preparation and serving of breakfast.

LEST WE FORGET!

A boy always rises to his feet when his mother enters a room where he is seated, and he pushes an easy chair

toward her and remains standing until she is seated or has gone from the room. He always opens the door for his mother and allows her to precede him in or out of the door. This he should also do with any older person. A boy must always rise when his father or grandfather enters a room and remain standing until the older man is seated. He must also offer him a seat. A boy rises for his sister or aunt, and so on down the line of relatives. A boy always stands when a girl stands, no matter where it is. Never let your standards down at home for a minute. The little niceties must be observed at home just as much as at a fashionable dinner.

Be careful always to pass behind a person instead of in front of him. Say, "I am sorry," or "I beg your pardon" if you cannot avoid passing in front.

Never throw on the floor a paper or magazine which you have been reading. Place it on a table. Throw all waste material into a waste basket, not into drawers or crevices behind furniture, and into shady nooks.

If the doorbell rings, a boy or girl should open the door and so save the mother the trouble.

THE MOTHER OF THE FAMILY

The mother is the hostess in the home. She should never be obliged to get up from the table for anything; she is the first to be served. Your entire atti-

tude toward your mother must be that of respect, deference, and consideration. Where there are no servants, as is the case in the great majority of homes nowadays, everything should be done to make house-keeping easier for your mother, older sister, aunt, or the person who is at the head of the household.

Go to the table the minute the meal is announced; it is the height of rudeness to be late. Never criticize food unfavorably or complain about anything at the table. After the family is once seated, some one of the boys or girls should rise from the table for any article that is needed. To avoid confusion one person should be "monitor" for the entire meal.

That brothers and sisters disagree is an axiom, but do not exchange these pleasantries at the home table. There must be as agreeable conversation there as at a formal dinner away from home.

Always ask to be excused if you are obliged to leave the table before the others. Ask your mother's permission with "Mother, may I please be excused?" If she is not at the table, ask the person who is taking her place.

Do not dash off and leave the clearing of the table and the dish-washing for your mother or for the family drudge, oftentimes an older sister. Boys as well as girls should do their share of the housework. There is no law, human or divine, which gives to boys the

right to sit back, masters of all they survey, while the sisters set about the household tasks.

At best, your mother's work is as the labors of Hercules. Do your share to help in keeping the house neat. Always hang up your coat and hat where they belong. If there is no reception hall or general cloakroom, take your wraps to your own room. Never throw your hat and coat down in the living room. Never, under any circumstances, lay a hat or a handkerchief or soiled gloves on the table where food will be placed.

Never leave the house without saying "Good-bye" to your mother. Be sure to let her know of any deviation in your day's routine. Attend carefully to any errands which your mother or father asks you to do.

A boy who allows his mother to lift heavy things, to bring up coal, or to sift ashes, rather than to do these things himself, is a cad.

Always say "Good-night" to your mother and father and the other members of your family.

IN THE PRIVACY OF ONE'S OWN ROOM

The law handed down from the days of King John says, "A man's house is his castle"—as inviolable, if he desires, as if a moat surrounded it and the drawbridge were pulled up. Even if we live in crowded apartments or share our rooms with a schoolmate or a mem-

ber of the family, the moat of the other man's castle still exists. No attempt should be made to cross it.

For instance, the mail of another person, whether sealed or opened wide before our eyes, is sacred. The person who reads another's letters is contemptible. No one must enter another's room, even if the door is partly open, without knocking or calling out in a friendly informal way, "May I come in? This is ——"

Members of a family must be allowed, not only the privacy of their own rooms and possessions, but the privacy of their actions. "What Tom can see in stamp collecting!" or "Why Kate should want a purple hat!" etc., etc., etc., is no one's business, if what Tom or Kate is doing does not hurt any one.

BOARDING PLACES

One must not expect hotel service in a simple establishment. The size of your board bill does not cover the luxuries.

In a boarding house or school dormitory you must take care of your own possessions. Don't forget that there is no lenient mother or sister to pick up after you. Be careful not to leave keys and money and tempting de luxe articles of apparel around, as suspicion immediately falls on a servant and costs many an innocent person a position. Put away all letters and papers if you do not want them read or scattered.

No one is entitled to be officious, complaining, domineering, or condescending to the maids or waiters. It is no disgrace to wait on table, and the person sitting at the table is not necessarily better than the person who is serving him. If you are eating at a place regularly, it is customary to say, "Good-morning," "Good-afternoon," "Good-evening" to the waiter at your table.

UNDERSTANDINGS

Never go to a boarding place or rooming house until you are sure, through the investigation of some very reliable person, that it is desirable. At best, it is a disagreeable task to move. Before you pledge yourself definitely to establish residence anywhere, have very definite "understandings" with the landlady. Find out about the bath, the piano, the reception room, how often and under what conditions you may use all three. Have you laundry privileges? May you cook and where?

May you use a typewriter in your room and when? Will someone at the house receive packages and telephone messages for you? What will happen in case of sickness? Settle all these points in advance and life will be frictionless; leave one point to be worked out "when the time comes," and it will be only a question of weeks before you move.

A girl who is living in a boarding house receives her callers in the general reception room, as she may never entertain guests in her bedroom. A boy who is calling upon her must never remain after ten o'clock at night.

No one, boy or girl, should remain away from his boarding place overnight without notifying the person in charge. In these days of frequent accident and death on the street it is the only wise procedure.

MANNERS AT BOARDING-HOUSE TABLES

At a boarding-house or dormitory dining room a boy must rise when a lady comes to his table and remain standing until she is seated.

If other people are eating regularly at the same table with you, you must say, "Good-morning" or "Good-evening" when you are seated, to the table in general. No matter whether the other diners reply or not, you have done your bit toward the dissemination of good manners.

Try to engage in pleasant conversation with others at the table. If everyone prefers silence because they are tired or out of sorts, do not turn to a letter or newspaper or book for support, but make the best of others' ungraciousness. In this respect, a table in a hotel, boarding house, or college where one regularly meets the same persons from day to day is somewhat similar

to one's home. In a public restaurant, one does *not* speak to one's *vis-à-vis*. Sometimes, when traveling on boat or train, one converses with others at the same table, but the acquaintance ends with the journey's end.

At a boarding house, you may begin eating as soon as you are served and leave as soon as you have finished, regardless of the others at table. In a school, you must abide by the school rules for behavior at table. If you have company at a boarding-house table, it is not necessary to introduce the others at your table. You may, however, present your friend to the person sitting next her, if you so desire.

Always pass a general dish from which you will help yourself, to the person next you, generally at the right. Then help yourself and set the dish down. Always say either, "May I have the salt?" for instance, or "Please may I have the salt?" Never say, "Pass the salt!" Always say, "Thank you" when anything is passed to you. Always say, "Excuse me, please," when getting up from a table where others are still seated.

Do not sniff at the food or comment upon it. Never wipe off your spoon, fork, knife, plate, or cup with your napkin. It is insulting to clean your dishes before you eat or to sniff at the food offered you. It marks you as ill bred and of low I. Q.

P. S. If you don't like your boarding place, change.

P. S. 2. Be sure to "give notice," in that case.

MONEY

Do not owe bills. Even the two-cent fine on your library book is a debt you have incurred and should be paid promptly. Don't be a "dead beat" and dodge your obligations for trivial sums (including postage stamps!). Although debtors' prisons are no longer in vogue, one must pay one's bills.

If you are having a thin time of it, trying to make your money stretch over all the things you want it to, even then don't borrow. To borrow fifty cents or a dollar every now and then from the person one happens to be with is shiftless and lowers one's social standing at a great rate. There is always one pupil in every boarding school who indulges in all the little luxuries—on other people's funds.

If you must borrow money, borrow a good round sum for a perfectly definite, and worthy purpose; and borrow it in self-respecting fashion from a reputable bank by giving security. Never borrow small sums from friends or relatives. If you can once get ahead enough to have a life insurance policy or Liberty bond, then you put your financial transactions on a business-like basis. Always give a regular note when you borrow even two dollars, and then see that it is returned to you when you pay back the money. Start early in life with a checking and savings account in a bank and know how to handle your money.

Do not borrow clothes or school necessities, such as fountain pens, paper, and books. There are always one girl and one boy in every school who go through to the very end of Senior year on borrowed school supplies. Sometimes they even borrow lessons. If you have ever borrowed something other than money, see that the article in question is returned promptly, in good condition and at no expense to the owner. The invariable rule is that if you borrow a thing, the expense of the delivery, both to you from the owner and from you to the owner must be paid by you.

Be accurate about money. It is bad form not to know exactly how much money is involved in a given transaction. The huge industry of manufacturing cash registers was built up around the idea of a receipt for every money transaction, so you will find yourself in a large and goodly company when you ask for a receipt.

Money is an accident. Now you and your family have it; now you haven't. Good breeding, on the contrary, outlasts money and goes farther than the fattest check book in the world.

The World War proved that. Aristocrats were rendered penniless and remained aristocrats. Manners were something that neither poverty nor suffering could take away. Many a millionaire would trade his money for their fine bearing, but money will not buy

manners. One must cultivate them for oneself. When one is young is the time to begin. Consideration for others is the basic ingredient.

There are several distinct *nevers* to remember about money:

Never flaunt it, if you have a lot.

Never bemoan your lack of it, if it is scarce.

Both procedures are equally bad form.

Never try to go about with a crowd whose tastes and expenditures are greater than your parents can afford.

GIFTS

At Christmas time families often band together and buy one good present for each member instead of quantities of trinkets which have temporary interest and no permanent value. The charm works so well that when a present-giving time arrives in the middle of the year outside the home circle someone always proposes "taking up a collection and getting one good present." The principle is right, but the practice is all wrong. No one ought ever to propose taking up a collection, or suggest, "Let's all chip in," or insist that the group say it with flowers.

The coöperative tribute or gift is the bane of every school and office. The person who proposes it ought to be shot at sunrise as an example. After all, there are many intangible ways of showing that you like a

classmate or co-worker without giving him a substantial token of appreciation, which probably works hardship or goes against the grain of some members of the group who do not feel free to say so.

Elaborate "presentations" of gifts are bad form. Pleasant personal relations, fairness in work and play over a long-continued period, are much more desired than the gift and far less frequent. No gift wipes out memories of bad spirit beforehand.

Money must never be given as a Christmas present by young people. A money gift by a young person is sheer vulgar patronage. Aside from tips, money is only given as a gift by older persons, where the relationship is very close and extremely intimate. Then the money or check is enclosed in a note which gives in simple straightforward fashion the reason why money was sent instead of some other sort of Christmas present.

Of all sad words of tongue or pen, "But I am indebted to him" is one of the most distressing combinations. Many people simply cannot pay others back either in kind or in quality. The right sort of giver of gifts and attentions understands this. A wealthy person does not expect like for like; he has had his pleasure in the act of giving.

The donor of a present must think carefully about the suitability of a gift he proposes making and the

feelings of the person who is to receive it. To accept a present graciously is often as gall and wormwood to proud spirits.

The person who hopes in his heart for just a bit of applause from the grand stand for the generosity behind the gift is common.

A boy may always give a girl, if he knows her well enough to give her any present, books, candy, or flowers. He may never give her money, jewelry, or intimate personal things such as lingerie and stockings. The same rule applies to gifts a girl may make to a boy, though girls should be sparing indeed with any such tangible tributes of regard. Brothers and sisters are, of course, outside these limitations.

When a girl announces her engagement, no one is expected to give her engagement presents except her relatives and her dearest friends. "Showers" are nice *if* invitations are confined to her real friends and not sent to a long list of mere acquaintances, and *if* the articles "showered" are extremely simple and inexpensive. The guests invited to a "shower" should feel at perfect liberty to decline.

Among other gifts which are not good form and which should be discouraged strenuously are gifts from "crushes." The older girl to whom the present is sent should return the present at once if it is an expensive or personal one. If it is something which many others

may share, such as candy or flowers, she must share it very openly with as many other persons as possible. There must be no intimate gushing and thrilling over the gifts. Fathers and mothers who give their children allowances or spending money usually do it to enable their children to learn sensible habits of spending. Parents do not earn money with effort and give it to their children to have their children spend it on extravagant presents for crushes or on elaborate outlays for dances, taxis, and flowers for young ladies of school age.

THE NOTE OF THANKS

The time limit for notes of thanks for Christmas gifts is Twelfth Night, when the holly and greens are burned and Christmas is officially over.

In every case the language used must be simple and clear and without gush. "Perfectly darling," "Too sweet of you!" "Thanks heaps and heaps" are phrases which should be thrown in the scrap basket before one writes a sentence. "Grateful," "generous," "I sincerely appreciate," "shall treasure it," on the other hand, are stiff and inaccurate, and have no place in the personal letter of thanks.

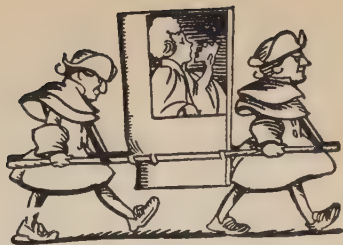
In every note of thanks the gift should be mentioned specifically. A card, engraved or printed, must *never* be used instead of the personal note of thanks.

Cards which are sent with flowers may or may not contain a personal message.

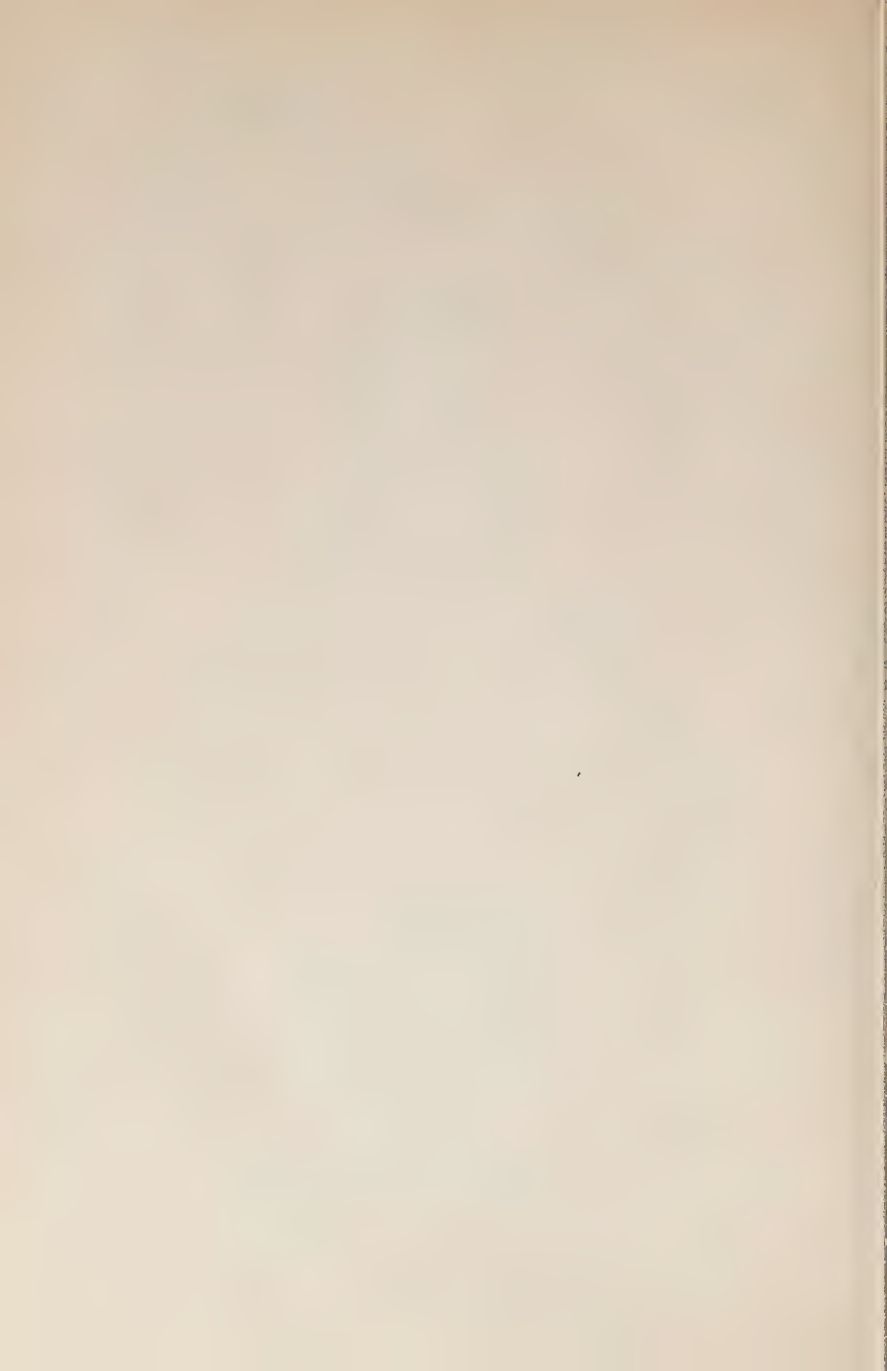
The word "Miss" or "Mr." on an engraved card which is sent in a gift should be crossed through with the pen to do away with the suggestion of formality when a note is written on the card. No flowers, books, candy, or, in fact, any package should be sent without a card or enclosure of some sort containing the sender's name. An anonymous gift is bad form.

A semi-social conversation ought never to discuss what things cost. Many people think it clever to tell how cheaply they obtained an article and many more think it aristocratic to mention exorbitant prices with the air of having gladly paid the excess charge. Both are bad form.





THE THEATRE AND
OTHER PUBLIC
BUILDINGS





"The ladies of St. James's
Go swinging to the play;
Their footmen run before them
With a 'Stand by.' 'Clear the way.'"

CHAPTER XII

THE THEATER AND OTHER PUBLIC BUILDINGS

A SURE way of making yourself unpopular with the world at large is to be late at the theater. If you are unavoidably late, you must give as little trouble as possible to those already seated. A person is expected to face the stage in crowding past others already seated and to say, "I am sorry" or "I beg your pardon." (*Never* say, "Pardon

me.”) One must be careful not to brush his coat against another’s face. The person who is crowded past should say, “Certainly,” when one begs his pardon and should push up his seat to give one more room.

A person who is late really ought to remain at the back of the theater until the intermission, particularly at a concert. The cue to the play and much of the beauty of the music at a concert are lost to the audience by the continual filing in of careless persons who are late.

After handing the tickets to the doorman, a boy stands at one side and allows the girl he is with to precede him into the theater proper. A boy removes his hat at once, but the girl keeps her hat on until she is seated. The girl precedes the boy down the aisle if an usher leads the way; but if they find their own seats, the boy goes first. A boy must *not* take hold of the girl’s arm in going down the aisle. The boy always takes the seat nearest the aisle, but he does not sit down until after the girl is seated. He helps her to remove her wraps and sees that she is provided with a programme.

THEATER PARTIES

A boy and girl of school age ought not to go to the theater together unless accompanied by an older person or unless they go as part of a theater party.

To go in a noisy horde to a second-class theater patronized by an entirely different group from one's own is a great stunt for young people's theater parties, at least once in a school lifetime. It usually ends disappointingly, if not dangerously.

For a formal theater party, the host or hostess buys the tickets in advance, and the guests have no responsibility except to be punctual and pleasant, whether they like the play or not. Before going to the theater the host (or hostess) may entertain the guests at dinner. In that case, he will arrange for the transportation of the guests to the theater. Or, instead of a dinner, the host (or hostess) may simply meet his guests in the lobby and give out the tickets in the order in which he wishes his guests to sit. He may also mail the tickets to his guests if that seems more convenient to every one. In any case, the guests go down the aisle in the order in which they will sit.

As has been hinted at gently several times, careful mothers prefer that their daughters of school age should not go to the theater alone with individual boys. In case a mother lets down the bars for some good reason, then there are a few self-evident maxims of older people which it is just as well to know:

A young woman must never meet a young man in the lobby of the theater; he must call for her at her home.

The man should have procured the tickets for the performance in advance.

The man is responsible for the young woman's safe conduct both to and from the theater.

A young man must not exceed his means. There is no reason in the world for voting in favor of a taxi instead of a street car, subway, bus, or walking, and in favor of front row seats instead of cheaper ones, if these luxuries are a strain on the young man's purse. A girl of the better type does not encourage extravagances in her friends nor should her mother countenance her doing so.

A man never sits in the front of a box, even if alone.

CLOTHES FOR THEATER AND CONCERT

The clothes you wear to the theater or concert depend upon the seats you have bought, and whether or not the performance is an afternoon or an evening one.

For girls, at a *matinée*, a street suit or semi-tailored dress and coat are proper for any seat. If at the *matinée* the girl is a member of a "theater party" with seats in a box or the orchestra, then she may put on a few frills and wear an afternoon dress with light pumps and very light gloves. In the afternoon she leaves on her hat throughout the performance, if she is sitting in a box. This, however, is the only time when a girl leaves her hat on during the play. Except

when in a box, a girl takes off her hat as soon as she is seated.

In the evening, a girl wears a very simple evening dress without a hat if she sits in an orchestra seat or in a box, and a street suit or a semi-tailored dress with hat if she sits in balcony or gallery. If she comes a long distance, from the suburbs, for instance, or has not been able to go home to change from her street clothes, she may perfectly well wear her semi-tailored clothes in orchestra seats in the evening. The always popular and crowded balcony and gallery seats have an informality about them in which evening dress is distinctly out of place.

Flowers are not worn at the theater.

A girl always wears a hat to the theater, except with evening dress.

Boys wear their regular business clothes to matinées. In the evening, a dark suit is proper everywhere but in a box. In a box a Tuxedo is worn. Tuxedos are not proper above the first floor of the theater.

AFTER THE PLAY BEGINS

Applaud the performance generously but not lengthily. Never comment on the play or on the actors during the performance. Even if you have seen the play before, do not give the plot away to those with you or near you.

Without doubt the play itself will be amusing enough without your adding to the entertainment of those around you by indulging in petting parties. A boy must never embarrass a girl by undue attention to her. He must never drape his arm over the back of a girl's seat, no matter how disinterested he really is. His hands belong in his lap, and not entwined around his companion's fingers or grasping her arm.

A person who goes out between intermissions must be sure to return before the curtain goes up. A boy should not go out and leave the girl sitting alone.

To munch candy or nuts throughout a performance or even between acts is second-rate. An outdoor circus, a baseball or football game or some outdoor entertainment are the only public performances at which eating is not incorrect.

MOVIES

Even though the standards for behavior of many movie audiences seem pretty poor to you, do not let down your own standards for a minute. Do at the neighborhood movie house exactly what you would do at the best theater in town.

If you are at the movies, do not talk while the picture is shown; and whatever else you do, *do not read*

the captions aloud. Save your comments on the play for home consumption.

Do not write notes to actors or actresses. Your letter will only help fill the waste basket.

Do not begin putting on your things at the theater before the play is entirely over. If you must actually leave the theater during one of the acts, gather up your wraps and put them on in the lobby. Be sure to apologize for passing in front of those who are seated.

STORES

To rap on tables or counters with a coin to attract the attention of the clerk is one of the most infuriating breaches of etiquette that is committed. To visit with friends in store aisles is inconsiderate.

A boy allows a girl or woman to enter or leave an elevator first. A girl, as well as a boy, stands aside for an older person. There are times in crowded elevators when this rule cannot apply. One is pushed off the elevator by the person behind and has no choice in the manner of leaving. But wherever possible, this rule should be observed. A boy need not remove his hat in a store elevator.

A boy must hold the street door open for a girl or older person to pass in or out.

Wear business or street clothes when you go shopping.

CHURCH

Clothes worn to church should not be elaborate. Hats and gloves are always worn at church by girls and women. Sport clothes are in bad form. A boy should wear a good-looking suit, preferably dark, but he need not wear gloves.

Church is a place above all others where you should be on time. If you are unavoidably late and arrive during a prayer, you must wait quietly at the back of the church until the prayer is over. An usher will show you a seat at the proper moment, if you are a stranger at the church.

A boy removes his hat in the vestibule of the church. The man of the family goes down the aisle first and stands at one side of the pew while his family is being seated. He then takes the seat nearest the aisle. In the absence of his father, the oldest boy in the family takes his father's place. Otherwise, a boy's mother and sisters precede him down the aisle and enter the pew first. In going out of the church, the father again stands at one side of the pew until his family have started up the aisle. A boy should find the place in the hymnal for his mother and sister. A young girl should find the place for a much older woman if there is no boy present to do so.

If an older woman prefers not to rise during the service, then the younger person who is with her finds

the place in the hymnal and hands the open hymnal to her, but the younger person must stand with the congregation. Unless one is ill or feeble one must follow the church customs and stand when the services requires it. Even if one cannot sing a note, it is his duty to follow every line of the hymn with his eyes.

One must be careful not to whisper in church during the service, or rattle papers, or wriggle about in one's seat, or be in any way inattentive to the service. In the majority of churches, one does not greet a friend in church either during the service or at the end of the service, but refrains from talking to others until on the church steps.

If you are a stranger in the church, tell the usher how many are in your party. If you have preferences as to being seated, state them courteously in a low tone, but accept whatever seat is given you. Rise when the other members of the congregation rise and kneel when they kneel. Reverence is the keynote in church service; never ridicule any form of service foreign to your own. Try to have a contribution ready to put on the collection plate, but do not stay away from church because that day you have no money for the plate. The feeling that one must pay one's admission to church is as far from the spirit of the church as can be. No embarrassment need be felt from lack of money.

IN PUBLIC BUILDINGS

A rule in ninety-nine cases out of a hundred is like a red rag to a bull. To be told to keep in line, for example, infuriates the highly independent spirit. As long as public buildings stand, however, there will always be need of rules and guards to enforce these rules because a few knaves, a few souvenir hunters, and a few thoroughly selfish individuals insist upon taking unto themselves privileges and property which are not theirs.

If you are one of many, as you become the moment you enter a public building, you must conform to the rules. It is extremely bad taste when going into a public building to assail its regulations. You make yourself ridiculous by caustic comments. A well-bred person accepts things as he finds them. If he has any comments to make he reserves them for the proper authority at the proper place.

All rules in public buildings must be obeyed. Umbrellas and bundles must be checked, if that is the rule; silence must be observed, if that is the rule. You cannot go into certain rooms if *No Admission* is the rule.

Every family has a stock story about a neighbor's child who came over to play and in the course of the visit deliberately maltreated the furniture in some barbaric fashion. When reproved by the mother of his playmate, the neighbor's child said, in effect, "No,

Mother never lets me do that at home with our furniture, but as long as it was some other family's furniture, I thought I would just treat it as I pleased."

You may see replicas of that same child grown up any day in any public building. He carves or writes his name in public places. He goes behind desks and partitions where the public does not belong, even though there is a sign up forbidding any one to enter. He slams doors either in a fit of petulance or through carelessness. He talks at the top of his lungs. He does not want to check his camera and umbrella. He places coat, hat, and feet on benches and evidently prefers not to leave the seats free for others to sit down. He turns and stares at persons who pass and makes remarks about them.

Then there is one bit of rudeness left for this type of person to indulge in and he always reacts as you would expect. When the building is closing, he always refuses to leave. He stands on some imaginary rights and waits until the last possible moment before being politely ejected.

Old-fashioned courtesy is not out of place in public buildings. Civilities and a word of thanks are desirable—and scarce, as a rule. Thank the attendants in public buildings for any information which they give you, whether solicited or not. If, for example, an attendant at the Congressional Library in Washington

informs you that only readers may enter the library proper, and that visitors must go to the gallery to observe the reading room, thank him courteously.

Treat every one with whom you come in contact with the utmost politeness. If an older person, though a stranger, drops anything, pick it up. Always allow the older person to enter and leave the building or the elevator first and to go up the stairs first.

A boy holds a door open for a lady and waits for her to pass through, even though she be a stranger to him. He raises his hat. She must not neglect to say, "Thank you." She does not try to open the door herself, if a boy or man is there to do it. Everyone holds a door open for the person directly behind him and never lets the door fly back in a person's face. If it has accidentally hit someone, he apologizes for it with "*I beg your pardon*" or "*I am sorry.*" Every one keeps to the right in passing in corridors.

People must not congregate in groups in front of a building, to talk or even to wait for others. Inside, whether silence is the rule or not, loud talking, noisy behavior, and rough gestures, such as slapping one's friends on the back, or nudging them violently, or clinging to another's arm are very bad form.

WATCH YOUR STEP is a sign one reads often in public buildings. WATCH YOUR SPEECH would seem to be an equally necessary admonition.

judging from the quantities of proper names one overhears in public buildings and the startling exclamations over objects of interest and works of art. True appreciation is generally a silent affair.

Never ask silly questions to amuse your friends.





SCHOOL



CHAPTER XIII

SCHOOL

THE LECTURE OR ASSEMBLY

ABSOLUTE quiet and full attention are due the speaker from those attending either a lecture or a school assembly.

The first persons in the room should seat themselves as near the front of the room as possible. This leaves the rear chairs vacant for late comers and avoids confusion. If the audience is small, it saves the speaker from trying to strain his voice over rows of empty benches.

Once you have found a place, stay in it. Do not

"save a seat" for someone else. Many a well-meaning soul has settled himself comfortably only to have a voice in his ear inform him that "This seat is being saved." Every newcomer must take pot luck.

It is very embarrassing for a late comer to have persons turn around to look at him, and it distracts the speaker.

Girls should not take fancy work to class, or sewing of any kind. A lecture is also not the place to catch up on back school work. Notes concerning the lecture may be taken if full attention is being given to the speaker. Coughs should be smothered in the lecture hall.

Students need to sit quietly through an assembly, not squirming about in their seats, or whispering to their neighbors, or playing with a necklace or watch fob or anything about their clothes. If you drop something on the floor, even a string of beads or money, wait until the close of the lecture to recover it. Papers should never be rattled. No one should eat during a lecture. Gum is as bad form in an assembly as it is everywhere else. A powder puff, lipstick, comb, or nail file will not be needed at a lecture and should never be used. All public buildings have rest rooms where one's toilet may be patched up or added to if such a course seems inevitable. The boy with his pocket comb is included in this suggestion. Mrs.

Grundy is most emphatic on the score of dressing in public.

No one should leave a lecture until it is entirely over, but if one must leave early, he should go so quietly that he does not leave a ripple on the surface. Prolonged applause at the end of a speech or recitation is not good form any more than verbal flattery is in good taste. Normal applause is much better.

At the end of the lecture, push back your seat, if the seats are folding ones, to make room for other people to pass. Go directly from the room, and do not stand in the aisles talking with friends. Be sure not to leave anything behind you: books, money, or wraps.

MUSIC AT THE ASSEMBLY

No matter how loud the school orchestra or the band may play, whispering or talking during a musical performance is unpardonably bad form. If the chronic whisperer does not care for the feelings of the performers, he ought to have some regard for the musical desires of his neighbors. If he has not, some day a haughty dowager or a leading citizen will reprove him in such a way that he will wish to sink through the floor. As soon as the musician seats himself at the piano or finishes tuning his instrument, all conversation and movement on the part of the audience must come to a dead stop.

IN THE CLASSROOM

Courtesy due a teacher in the classroom is as important as drawing-room courtesy. Before you have taken your seat in class bow politely to your teacher and say, "Good-morning," unless the school rules forbid you to speak as you enter the room. You do not need to go and shout it in her ear, but you do need to pay her the same respect you would pay any friend or business associate. A teacher is both. In many schools, the boy or girl who speaks cordially to a teacher in the corridor, or who talks with her a moment or two while waiting together for a street car, is considered by other students as a boot-licker and a seeker after high marks or personal favors of some sort. The chances are that the teacher hardly remembers who spoke to her, although the simple civility is branded perhaps on her mind because other instances of ordinary civility are so rare. Be sure to add the teacher's name to replies you make to general questions, as "Yes, Miss Middleton," or "I shall be glad to, Mr. Morgan." It is also correct for boys to say, "Yes, sir" or "I shall be glad to, sir."

One object in attending school is to get a diploma. No one can get very far in business or professional life without at least a high-school diploma. Many a boy who wants to enter a profession finds himself against a closed door because he lacks a diploma. Girls find

themselves barred from promotion because of the lack of this certificate. One who has no school certificate may be doing the same work or better than another who has a diploma, dusty and faded, tucked away in some desk drawer; but more and more the point in professional and business lines is not "What can you do?," but "Where is your school record?" Be sure to make your time at school yield you that certificate and your every-day record in your classroom count toward it.

The rattling of papers, the drumming of fingers on the desk, the shuffling of feet, whispering, giggling, and so on, mark you as ill bred and retard the progress of the entire class.

THE SCHOOL DESK

Keep your desk clear of untidy papers and put away all pencils, pens, and books. Keep your desk cleared for action. Throw all waste paper in a waste basket. Never borrow from any one else papers, pen, pencils, erasers, or books. You are in honor bound to provide your own supplies.

THE TEACHER'S DESK

A teacher's desk is private. Her papers are private. Her letters are private. No one must ever open her desk or look at any of her papers.

It is impolite to stand within earshot of conversation between your teacher and someone else. This rule is as important in the classroom as it is in the case of the telephone. If you are obliged to stand within listening distance, turn away and pick up a book or magazine and appear to be occupied. Do not be an eavesdropper, even an unintentional one.

A teacher has the right of way in corridors, in entering and leaving rooms, in entering and leaving the elevator. Girls have precedence over boys.

CLUBS

Are you a "joiner"?

When you become a member of a club of any kind you assume obligations. Don't join unless you are willing to give time and effort to make the club a success in every way. It is not fair to sit back and let a select few either mold the policies of the club or carry on all the work. If you have some talent, give the club a chance to profit by it. Try to attend all the club meetings. Pay your dues promptly, and never vote for greater expenditures, with their corresponding extra tax, than the poorest member of the club can afford.

There is a certain type of club which is fairly exclusive and which has a regular form for admitting

new members. Generally you must wait to be asked to join this kind of club.

Do not be unduly flattered if several societies rush you. In that case choose carefully the club you prefer to join. Do not be hurt if you are not invited to join the society you had hoped to "make." Be very sure that all is for the best, and that if you are not asked, you have escaped entering a society whose ways are so different from yours that you would be most unhappy in it. If a person goes along being his natural self, not pretending to greater means or greater talent than he has, gradually he will slip into the group that best suits his style.

In societies where the blackball method of voting on a member is in vogue, the vote of one person who dislikes you can counteract the favorable votes of those who do like you. Don't worry; no really worth-while person is ever without an enemy, for jealousy is a vice of every age. If you are hurt and do not show it, no one knows it. A person is curiously and powerfully the master of his own emotions. The world only knows what you tell it by tears or words or blue looks. Hide your feelings, and remember that, if you are hurt and no one knows it but yourself, it does not matter much. You get over your own hurt feelings, but it is hard to get over the fact that this person or that knew you were hurt. Keep a "poker face."

PHOTOGRAPHS

Class photographs and individual pictures seem very important at graduation time.

If you look over a box of old photographs you will see at once that a person should be photographed in an extremely simple way, with all the photographer's emphasis on the features and practically none on one's clothes. Then, when the styles change, the likeness will still be the noticeable part of the picture.

Do not give your photographs away freely. Beware also of silly snapshots; you will loathe the sight of them in a year or two. Don't be photographed in "two's" and "couples." Friendships change.

A boy, of course, never exhibits a girl's picture, even a snapshot, and he never boasts about having such a picture.

Photographs are either intimate family treasures or matters of real news value for newspapers. The average young person's picture has no place in a newspaper. It is different with the Royal Family and with the President's children, but with few others.

COMMENCEMENT

Commencement time at high school often illustrates sadly the high cost of learning. Many are the parents who cannot afford to meet the absurd social expenditures voted by the class. Great is the courage necessary

to refuse to enter into commencement-time arrangements which call for class books, class pins, flowers, banquets, dances and clothes beyond one's means.

A diploma or a school certificate represents an immense amount of effort. It means long, hard study for the boy or girl, and it means long, hard work for someone to earn enough to keep the student in school. Those are responsibilities enough for one thin diploma to carry on its shoulders, but many boys and girls make the diploma responsible in addition for extravagance and foolishness, and drudgery for their parents.

About two months before the day set by school authorities for the formal closing exercises, the boys' group and the girls' group should each meet and settle once and for all the kinds of costumes they will wear on commencement day. Boys usually decide to wear dark suits and dark shoes. But girls—well, there is always a minority so vociferous that they give the impression of being an overwhelming majority who want every item connected with commencement to be as elaborate and showy and expensive as may be. Sometimes one actually sees white satin evening dresses, or gowns which would be suitable for a bride at a formal church wedding, and huge bouquets designed for picturesque bridesmaids. Overdressing at graduation almost always goes with the girls who have made the lowest

averages in school work. Very simple dresses, as nearly uniform as possible, are correct.

WHAT WILL YOU DO?

Have you given a thought to what you will do after school days are over?

The haphazard choice of a career, which is more often a settling down in a poorly paid blind-alley job, could be avoided by planning ahead of time what you want to do. It may involve borrowing money from some source, if your mother or father cannot possibly finance your college course. The best plan is to consult with the head of your school and your parents as to ways and means.

Life has hundreds of paths of work leading in every direction. Study a sound book of vocations for boys and girls. Such books can be obtained from a public library. Do not wait until school days are over and to-morrow means finding some job, *any* job.

The chances are that you cannot take the most direct route. Most young people have not the money to buy a through ticket to their destination, but have to walk part of the way, get half a dozen short lifts, go through an expensive sickness or two, and cross most of the landmarks described at length by Mr. John Bunyan. When you think you may as well give up and settle down into being a stupid human machine, get a copy

of Æsop and ponder once more over the fable of "The Hare and the Tortoise."

You may find that you have to work for a year or two in order to save enough money to go to college. Be sure that in trying to assemble the money to go away to school or to buy a part interest in some concern, you do not economize on wholesome food, exercise out of doors, essential clothing, and sleep. No career is worth the price of your health. Whatever scrimping you do, don't scrimp on food and exercise. Without a sound body, you can't drive full steam ahead; you can't even enjoy yourself.





YOUR FIRST JOB



CHAPTER XIV

YOUR FIRST JOB

THE JOB'S THE THING

SCHOOL work is really a day's work in itself if properly done. If possible, it is better not to attempt to work too, even though that money would mean greatly desired frills. But if the family income must be supplemented, which is nothing to be ashamed of, remember that you owe a duty to your job. If you have accepted a position for which you are receiving money, you must subordinate other things to that position. You must arrange your studies

and your recreation so as not to interfere with your work; or else you must not assume the responsibility of work with its corresponding recompense of money.

There are very few places, indeed, where you can say to your employer, "I can't come at the hour you say; I have to study then."

The logical answer to that is, "Don't come at all."

Be at your job on time. That means your hat and overcoat off and ready for work at the time you are expected to be there. Do not leave work early.

Really work while you are at your place of business. To sit back with your eye on the clock with the air, "Well, I'm here, what more can you expect of me?" won't make a successful business man. Besides that, your employer knows your attitude. He may not discharge you at the time, but you register in his mind as zero and his recommendation will show you up. Worse than all that is the bad effect on yourself. If you start life as a loafer and a shirk, you will always be one.

Be polite to your employer, to your co-workers, and to the public with whom you come in contact. A rudeness on your part may cost your employer thousands of dollars and loss in prestige.

Be clean. Do not start off to work in an untidy suit or dress, with unpolished shoes, untidy nails, unkempt hair, or with evidences of having recently eaten

garlic or onions. Bathe every day and, if possible, twice a day; nothing takes the place of soap and water. "The nose knows." Always wear fresh underwear, for the same reason. Do not wear party clothes to work, or clothes which are not plain. The desk or counter, or even elevator, is no place to clean your nails, or to comb your hair.

Do not eat except during lunch hours, and then only in the place appointed you to eat. Never pick your teeth in public; do not chew gum. Both are atrociously bad form. Do not chew the office's pencils or your finger nails.

If you cough or sneeze, cover your mouth with your handkerchief. A person must always cover his mouth with a handkerchief to hide a yawn—but, then, no one should yawn at work! Always have a clean handkerchief with you, not a crumpled one. Use it. Do not substitute the back of your hand or your sleeve or your fingers. After using your handkerchief do not examine it, but replace it where it belongs. Do not leave it lying about.

Do not receive visits from friends during business hours, and do not receive telephone calls. Never use the office telephone for your own calls.

Unconventional and informal attitudes, such as sitting on tables and desks, parking your feet on the rungs of chairs, and tilting back in chairs, have no place in

business, even if you are alone in the innermost office where eye cannot see nor ear hear. Your pay check is given you in exchange for businesslike conduct in every phase of the day's work. A man or boy who puts his feet on his desk or table is below par, and no apologies or lightning changes to a normal position can erase the bad impression he has made.

Make up your mind the first day you go to work that nothing you learn about your employer's affairs you will mention, even at home.

Ask to have explained to you any part of your work which you do not readily comprehend. Do good team work. Show initiative. Find some work to do. The person who always has to be shown what to do is a drawback in any business or profession.

Do not say to yourself, "Oh, well; this is only a temporary position. This isn't a thing I will do all my life!" but do your work well, whatever it is, and learn all you can from it. A person can always use at some time in his life everything he has learned or done.

Do not waste your employer's time in talking with your colleagues.

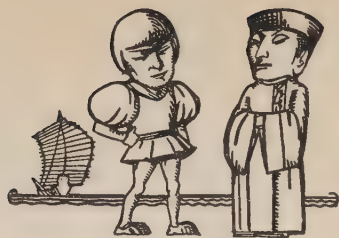
Do not become attached to your employer's stamps. They are the same as money and not to be taken for your own use.

If you are reproved by your superior at work, do

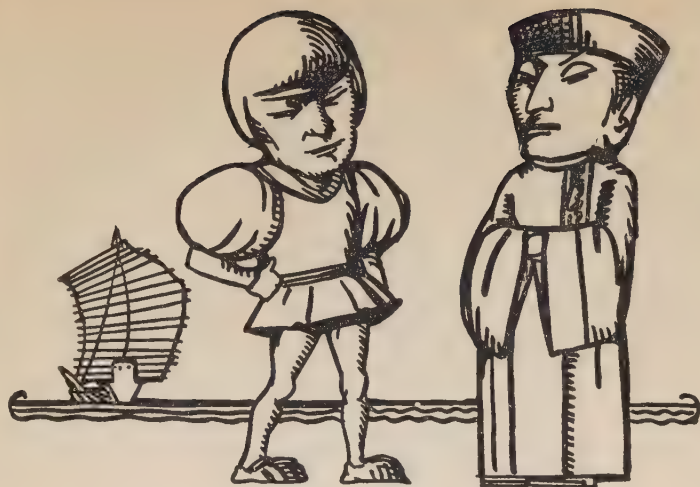
not sulk or cry, but endeavor to improve your work or your attitude.

Never be a baby bolshevik. There is just one honorable procedure in business circles, whether factory, store or office, if you are dissatisfied with the attitude of your immediate superior. Should you feel that he, and not you, is wrong, you may say to him, "I am going over your head," and then carry your troubles to the person next higher up. This you may *never* do without first speaking of it to your immediate superior. To stir up trouble against your superior among your fellow workers, and then to sneak behind your superior's back and lie or complain about him to those over him, places you as ever after below par. Any office or factory or store which backs up this practice is not the kind of office one would wish to be associated with. It is essential, when starting in work, to start with an ethical firm.

Save something of what you earn. Money counts up very fast if systematically saved. Contribute something toward your home. Do not spend everything you earn on yourself or your friends.



TRAVELING



CHAPTER XV

TRAVELING

"He that would bring home the wealth of the Indies must carry the wealth of the Indies with him. So is it in traveling—a man must carry knowledge with him if he would bring home knowledge."

THE biggest problem connected with travel is money.

You read delightful accounts of college fads who go round the world with five dollars and a kodak, of girls who walk from Chicago to California, of students on the Continent who sleep in the open. If each were not one in ten thousand, the account would not have been published. These are not the travelers

who must get to some particular engagement by a very definite date, the opening of school, the vacation visit, or the college "prom," and who must look neat and ship-shape, well-pressed, and clean when they step off the train.

The perfect way to travel in safety and mental comfort is to have stored carefully away in travelers' checks the price of a ticket back home, and, in addition, a sum to cover all meals you would ordinarily eat on the way. Don't spend every cent you have on a last theater ticket, a final sightseeing trip, or another present for the family. Save out enough for emergencies on the trip, particularly for food. Do not think, in happy-go-lucky style, that you can telegraph home for money at the last minute. Sometimes you can't get the money order cashed, sometimes the money isn't at home to be sent to you.

To travel, a person needs one substantial inconspicuous piece of hand luggage, not over large, which will hold what one needs for an overnight stop and the engagements of the next day. The more hand luggage you have, the more responsibilities you will have, and the more places you must look for an elusive article. There will also be more tips to pay to porters and boys who help you carry your belongings. Send extra baggage by parcel post or express. You are then relieved of all responsibility, and the packages are delivered at

your door. When you balance the small cost of express or parcel post against the tips, local transportation charges, trouble and responsibility involved in getting extra baggage to the place you are going, you will find prepaid shipment a great saving in money and effort.

Girls always go through a period when they feel they cannot stir from home without a huge leather hat-box, and boys for a time believe a brief case is an absolute necessity. Spend your money on an all-round useful bag or suitcase which will be handy and conservative for years. No one, except the porters, really looks very hard at one's luggage, and porters expect huge tips if you have many and elaborate pieces. Never borrow luggage, for borrowed luggage usually comes to grief somewhere along the route.

Read before you travel. Sightseeing will be much more interesting and so will your conversation when you discover a few facts in advance about your destination and what it contains in the way of your hobbies. Passengers on the de luxe cruises around the world are said to repeat more often than any other sentence, "Why didn't I read up on this before I left home?" Be sure on the trip to take along some reading matter. You will need it to while away time and frequently to discourage a talkative seat mate.

Don't pant breathlessly into the station just in time

to swing on the step of the last coach as it pulls out, with ticket unbought, with farewells unsaid, and with the future of your trunk uncertain. The buying of a ticket and the checking of baggage need ample allowance of time. When you buy your ticket, be sure it is to the right destination and that you know where and when to change cars. Have your bag plainly marked with your name and address.

GOOD-BYES!

In going to a train to see a person off, be careful not to crowd the family off the platform. One may make gifts of books, magazines, and boxes of candy, but never of anything cumbersome.

Before you start off on your trip, change by far the larger part of your money into travelers' checks. Be careful to keep your purse with you. Girls shop and lay their purses down on counters. In libraries and bookshops they nonchalantly place the bags which contain all their worldly wealth upon a convenient pile of books. Any hotel chambermaid or Pullman porter could recount long tales of boys who left all their valuables under their pillows.

If you have baggage to be checked, take it or have it sent to the baggage room. There you present your ticket and arrange to have the baggage checked to your destination.

If you have obtained a seat in a parlor car, you will be given a number indicating what seat you will have and in what car. If you are traveling in the regular coach, you will select a seat wherever convenient. There will be a place over your seat in which you deposit a bag or suitcase and your hat and coat. Pile your luggage so it will not totter off on a fellow passenger's head. When the conductor collects your ticket, he usually gives you a card to keep in sight to show that you have paid your fare, and he tucks this card into the back of the seat ahead of you. If you are a boy, the conductor will probably place the check in your hatband.

Unless you buy two tickets for yourself, you are entitled to one half the seat only, one half the rack, one half the floor space between your seat and the one in front, and not an inch more. The purchase of one ticket *does not* permit one to turn a second seat backward, or to put one's feet across upon the seat opposite, or to sit far over toward the edge of the seat. The very people who would be furious if called a "seat hog" will stoop to petty pretences to keep a seat unoccupied: pretending to be asleep, piling coats and piles of luggage between the window and themselves.

Sad experience on trains makes one realize that the great mass of American travelers are constitutionally

opposed to fresh air. If you open the window and then find, as you generally will, that someone near you objects strenuously, you must close the window at once. Do this with an air and a bit of dash; don't let the victor know from sulky ungracious behavior on your part that you have a thought beyond courteous acceding to his wishes.

It is quite all right to eat in the train if you do not want to go to the dining car. Many people prefer to take their own lunch with them. If one does, however, he must be careful not to let down his standards of table manners for a minute. He must be as neat and cleanly as at home, being careful not to scatter paper, crumbs, and fruit skins on the floor or seats. He must select a definite lunch time and eat then, and then only. Some travelers have afternoon tea at least five or six times during a three-hour trip, with nibbling and sampling of lunch whenever boredom descends. Leave bananas at home.

If you go to the dining car, you should behave exactly as in a restaurant. Order sparingly; then, if you want more, order it later. Tip never less than fifteen cents, and 10 per cent. after two dollars. Pull out the chair for your mother or sister. A girl must not allow any man to pay for her meal unless he is a relative or her guardian.

If you engage in conversation with a seat companion,

remember that this talking together is not an introduction and in no way binds you to further acquaintance after the journey's end. Strangers are not always what they seem.

It is perfectly proper for a boy to offer to open or close a window for a girl or woman or to assist her to move a heavy piece of luggage. The girl thanks the boy for this assistance, and he lifts his hat in return; out the matter correctly ends there. No girl should ever exchange her name and address with a stranger, whether man or woman.

In a train of all places one must not talk in tones which those around may hear, or use proper names. If you are in a large party, you will simply have to suppress your sociable instincts, unless you take a drawing room. Noisy banter between the occupants of separated seats, visiting to and fro, even the polite but continuous running back and forth to the water tank for drinks of ice water for the older members of the group, are annoying to other travelers.

These rules for traveling hold equally good for short trips. When a student commutes from one station to the next, or a young clerk travels into town daily, he is in duty bound to observe the same etiquette as on a transcontinental tour—no "seat hogging," no holding of a seat for an acquaintance who might get on at the next stop, no excessive friendliness, no con-

spicuous laughter and talk, no trash left on floor or car seat.

Trains pull out from their first station clean. When you leave the train at the terminal, you think "This car looks as if a cyclone had hit it," with newspapers, gum wrappers and banana skins every inch of the way to the door. Be sure you have not been among those who wrought this havoc.

SLEEPERS

If you are traveling at night in a sleeper you will have the number of your berth and section given to you with your ticket when you purchase it. Reservations should be made well in advance to make sure of getting a berth on the train you want.

Before retiring for the night, locate the dressing room. The dressing room of a Pullman car is like a California apartment, every available bit of wall contains some surprising bit of furniture. Ice-water tank, container for cups, hot and cold water, clean towels on a rack overhead, a wire basket near the floor for soiled towels, liquid soap in a bottle fastened above the hand basin, a smaller basin for brushing teeth, a switch for the electric fan, a bell button to call the porter; Pullman dressing-room walls contain all these conveniences and numerous others which you may locate by exploring with the eye.

Sleepers on trains which leave at midnight are usually open by ten in the evening. Enough luggage should be taken by you into the train to enable you to make a trip to the dressing room in slippers and dressing gown. Pack the articles in your bag in such a way that those you will want first will be on top. Pull the heavy curtains of your berth together and fasten them. Behind this space you navigate your undressing, and your dressing in the morning as well as you can. Never go through the aisle of a sleeper only partially dressed. Either be fully dressed or wear a plain dark dressing gown. Gay-colored dressing gowns are not in good taste for traveling. A hanger inside the curtains of the berth will hold one's coat or dress and a shelf and hammock take care of other things. Shoes may be placed just outside the berth and will be shined by the porter during the night. Do not put them out so far that other passengers may stumble over them. Bags and suitcases can be placed under the lower berth. A light which folds into the wall will be found at one side of the berth. A night bell to summon the porter is within easy reach. Take care of your money and never leave it in your berth when you go to the dressing room.

If your berth is not ready when you enter the train and you wish it made up, ring for the porter. It is ordinary courtesy to ask the person holding the other

berth in your section if he minds the inconvenience, since, of course, making up your berth takes his seat away from him. It is not courteous for him to refuse. While the porter is getting the berth ready, sit in any vacant seat you may find. If the train is crowded and there seems to be no temporary parking place, ask the porter where to sit. During the day the person who has the lower berth is entitled to the seat facing forward, and the person who has the upper berth the seat facing backward. If you wish to be up at a certain hour in the morning, ask the porter to call you then. It is well to get to the dressing room fairly early, since it is usually crowded later on.

When you leave the train, you give the porter fifty or twenty-five cents, depending on the length of the trip—twenty-five cents for each day. Add ten cents for each special service rendered beyond the service mentioned.

Be sure you get off at the proper station.

When you reach your destination, if you are not met by someone, do not hail any taxi you see, but take one which is connected with the station or belongs to some reputable company. If in doubt about it, ask the station master or a porter. If a porter calls a taxi for you, give him ten cents for the service. The taxi driver is tipped 10 per cent. of his bill. Never accept a ride with a stranger. If you have to wait over several

hours in a strange city, check your baggage at the checking room and so be free to walk about the town. Never leave your luggage for some stranger to look after for you.

IN THE STATION

Do not ask questions of strangers, but make inquiries of uniformed attendants or at bureaus of information. Go to the official booth marked "Travelers' Aid" in the railroad station if you are in any difficulty about a lost ticket, lost pocketbook, failure to be met by friends, failure to make the proper train or boat connections. If the station is so small that there is no "Travelers' Aid," the ticket agent will help with any difficulty that may arise.

Boys and girls must not take vacation trips or sight-seeing trips together without a chaperon.

ON THE BOAT

If you are planning a trip abroad, you should first read about the places you are going to visit. A guide book is a wise thing to have and study for weeks before starting. Your passage on the boat should be engaged weeks and possibly months before you plan to sail. A local agent of a steamship company will make the bookings for you and will advise you as to what

reservations are the best to be had at the price you want to pay. You must have a passport and a *visé* for each country that you will visit abroad. The agent will tell you how to go about getting these necessities.

LUGGAGE

You should travel as lightly as possible. If you are making an extended trip, a steamer or wardrobe trunk marked "Hold" can be taken in addition to the suitcase. Bags marked "Stateroom" or "Cabin" are taken into your quarters with you. Trunks can be left at the port of arrival and departure or can be sent on to longer stops you are making. But the best equipment for a regular tourist trip are suitcases and bags which you can take about with you on the train and in automobiles.

CLOTHES

Tailored clothes for girls and business suits for boys are the best general dress to wear to the boat. A girl will need an afternoon dress for dinner, and a boy a dark suit, unless they are traveling *de luxe*, in which case, a simple evening dress for girls and a tuxedo for boys are correct. During the day, girls wear sport clothes, if they wish, and a soft sport hat that will withstand the wind. Boys wear tweeds and sport

clothes and caps. A bathrobe of plain colors, and good-looking but not elaborate slippers are needed on shipboard as much as on the sleeping car.

ARRIVING AT THE BOAT

Allow yourself plenty of time to reach the boat and to get settled in your cabin or stateroom before the boat sails. A taxi is an excellent means of getting to the boat. At the pier, a deck steward takes you in hand, arranges about your luggage, and takes you to your quarters. When he has stowed away your luggage, tip him at once from twenty-five cents to a dollar, depending on how many pieces of luggage he carried and arranged for you. Luggage which was sent by you to the boat must be claimed at the dock a reasonable time before sailing. The steward will help you locate your things.

Throughout the voyage, you will have a definite place at the table. This seat will be assigned to you by the purser, who is usually found in his office. It is permissible to talk to people next to you at the table without an introduction, if they are inclined to talk to you. Do not leave valuables in your cabin, but put them in the safe in the purser's office when you first go on board. Deck chair and rug are rented from the chief deck steward. The hour for your bath is arranged by the bath steward.

TIPS

The deck, lounge, and bath stewards are usually tipped two dollars and a half each; also the steward or stewardess and the dining-room steward. These tips are given at the end of the voyage. One can obtain from the local steamship agent a statement about the customary tips for his passage. Folders issued by many steamship companies give information regarding all these points.

As a rule, you may talk with your deck companions, dinner companions, and any one who shows an inclination to be friendly. These self-introductions do not hold over after landing, unless both of the acquaintances really wish them to. Elaborate farewells are not necessary.

While you are abroad, follow carefully the customs of the country you are in. Do not be familiar with strangers or talk loudly to any one, and do not try to make the eagle scream. Be proud of your country, but do not make your country ashamed of you by silly boasting and by disregard of the rights of other countries. Girls have not as much freedom abroad as at home and must be careful not to talk freely to strangers or to go unchaperoned to places where girls do not go alone.

Tips are more common and more frequent abroad than in the United States. Find out from your guide

book or from the guide in your party what tips are expected and give them willingly. Add up your hotel bill; be sure you are only paying for what you have had, exactly as one does anywhere in traveling, and then tip every step of the way. When you are planning your expenses abroad, be sure to allow a liberal amount for tips. Do not be embarrassed by not knowing when to tip.

Travelers' checks are as convenient a way to carry money abroad as at home, and any express company which handles your checks will handle your mail for you. Do not go from one country to another carrying change which cannot be used in the next country.

HOTELS, STEP BY STEP

It is wise to have engaged your room at a hotel in advance, by letter or by telegraph. If that has been impossible, go to a hotel already known to you or recommended to you by a railroad official or a "Traveler's Aid." Never go to a boarding house or a rooming house until you are perfectly sure through the recent investigation of some reliable person that it is desirable.

In entering the hotel, you go directly to the desk and sign the hotel register. A girl signs her name with the "Miss," preferably. A boy signs his name "Ernest Green, Detroit, Michigan."

You must have some luggage with you when you register for a room. The rule in most hotels is, "No luggage, no room." Inquire about the price of your room when you register, and about the meals, whether the hotel has American or European plan.

The American plan includes room and meals at so much a day or week, while the European plan includes only your room, so that you are free to eat wherever you will. If you eat in the dining room of the hotel where you are staying, sometimes instead of paying in cash for each separate meal you may sign a slip, handed you by the waiter, and then settle for the meals with your bill at the end of your stay.

After being assigned to your room, you are usually shown to it by a bell boy who carries your bag. He is tipped at least fifteen cents, unless the rules of the hotel are "No tipping."

Have the bell boy show you the location of the bathroom, unless you have a room with private bath. Always lock the door of your room and take the key with you when leaving your room. Lock your door, also, when you are in your room. Read the rules on the door of your bedroom and observe them closely.

Do not try to be familiar, hail-fellow-well-met with any one, particularly bell boy, porters, waitresses, and elevator boys. Don't be a wag or a clinging vine.

Remember that whenever you ring your bell to sum-

mon the bell boy, you must tip him for each service rendered, unless "No tipping" is the rule. Remember, too, that telephone calls are usually attached to your bill. If you wish to be called at any particular hour, this request may be left with the desk clerk.

Ask at the front desk for information about the hotel or about the city, but do not hang over the hotel desk.

A girl wears her hat in the restaurant of the hotel, unless it is the custom of that particular hotel not to wear a hat. If alone she may read a book at the table. A girl must not linger in the lobby of the hotel. Any one who calls on her is received in the reception room of the hotel, not in her own room. A caller for her is announced over the telephone.

In traveling, a person does not engage in conversation with the person at table with him at a city hotel. There is no rhyme or reason about little country hotels and wayside inns, but quiet dignity and no attempt at advances always stand you in good stead. In the event of one's spending a week or more at a hotel, with the same person at table each day, one would, of course, be a boor not to talk pleasantly. This conversation, however, does not constitute an introduction, and need not be carried beyond the dinner table.

When ready to leave the hotel, be sure not to take anything, even writing paper, with you that is not

strictly your own. Soap in pleasing guest size, and even towels, have a way of clinging to the luggage of hotel guests upon leaving. Don't let them.

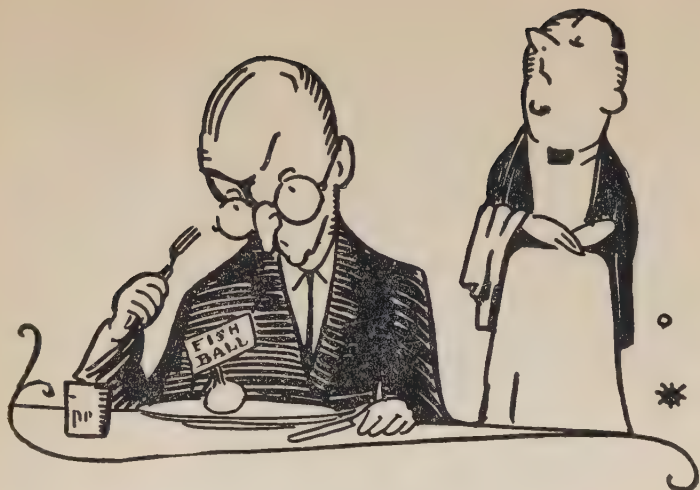
When paying her bill at the desk, upon leaving, a girl asks to have a bell boy sent to her room for her luggage. This he will carry out to the street or taxi, and for this service receives a tip of fifteen cents. It is customary for a girl to leave a small tip with the chambermaid, depending on the length of her stay. She need not leave a tip for a one-night stop.

You will tip the waitress or waiter in the dining room with either 10 per cent. of the meal at each meal, or a lump sum upon leaving, depending on the length of your stay. A dollar a week is a fair average in this case.

Be sure to turn in your key at the desk when you leave, and be sure to give the clerk a forwarding address for letters.



RESTAURANTS



"The waiter yells it through the hall,
'We don't give bread with one fishball!'"

CHAPTER XVI

RESTAURANTS

HOW TO CHOOSE A RESTAURANT

TO THE boy or girl accustomed to the second (and third) helpings of home, a restaurant is apt to seem as surprisingly temperamental as it did to the hungry college professor of the song. Many restaurants charge extra for rolls and bread; some serve no vegetables with the meat; others charge twenty-five cents extra when one portion is served to two persons. A number of restaurants have a "cover

charge" which is practically the same as purchasing a ticket of admission.

Those who have felt their hearts sink as they read on the restaurant menu "Chops \$1.25," "Club Sandwich \$.90" when their total fortune was fifty cents will know that you must discover beforehand, if possible, how expensive the restaurant is. Other persons are at once bewildered when they see dozens of dishes listed on the menu. Where begin? Where stop?

If you are ordering a meat dish, you need not take soup. If you order a light salad, on the other hand, you need something with substance to it, as a heavy soup. A dessert is better ordered at the end of the meal, as often one finds he has eaten enough without the dessert.

Even if money is no object, a person must not eat to satiety, but must leave the table a trifle hungry. An hour after one has eaten, he finds that the "still hungry feeling" is usually gone.

Eating places divide themselves into several groups: *the ultra, avowedly extravagant*, where you pay seventy-five cents for half a cantaloupe "just to see and be seen"; *the first class*, where excellence in food and service is practically guaranteed. All over the country the prices and general atmosphere vary hardly at all; *the in-betweens*, which charge five or ten cents less per

dish than the really excellent restaurants; *the quick service*, and after that, *the cheap untidy places* which are cheap in quality only. There is no wisdom or economy in going to one of these untidy dining places. In all probability, the best hotel in the town is just across the street and charging just the same price for its baked apples.

Don't worry if you haven't much money and cannot include frequent visits to the Ritz or Mayflower dining room in your plan of life. Most well-bred and perfectly happy people live on a very moderate amount for the year; thousands on less than we and our families have to spend.

(Read O. Henry's "Lost on Dress Parade," and learn about dining out from him.)

A mother or some other older person is expected to accompany a boy and girl when they dine in a public place. This is correct form. In many places or localities, this rule is passed by, and boys and girls may dine together unchaperoned. However, unless your town frankly stands for this disobedience of good form, do not attempt to dine together unchaperoned. In no case is a girl allowed to dine alone with a boy after the theater or in the late evening.

No young girl who is employed ought to accept an invitation to lunch or dinner with her employer or any man or boy who works in the same office or store

or factory. It is impossible to mix business and friendship successfully, especially over a restaurant table.

Traveling, and sickness in the family, and death make exceptional situations. In the midst of them all, eating must go on, and then the rule about a girl's eating alone with a man often has to be broken. In such cases, the rules which older persons observe in restaurants and hotels must be followed exactly.

At a restaurant a person should wait at the entrance to the dining room for the head waiter to indicate a seat. When a boy and girl are together, the girl precedes the boy into the dining room. She follows directly after the waiter. If no employee of the restaurant indicates a table, the boy precedes the girl into the room, finds a table, and pulls out the chair for the girl. He helps her to remove her wraps, unless a waiter is there to do so. His own hat and coat are checked outside or hung on a rack. He never takes his hat to the table in the dining room. If a waiter does not draw out the chair for the girl and then push it in for her after she is seated, the boy does so, exactly as he would at a formal dinner.

He hands the girl the menu unless the waiter has already done so, that she may see what she would like to eat. He writes the order, or gives the order verbally to the waiter, if pencils and pads are not provided. He tries to talk in an interesting way with his com-

panion throughout the meal. He must not act as if by inviting the girl to dine with him he had done all that could be expected of him.

If any one, either man or woman, stops at their table to speak with one of them, the boy rises to his feet and remains standing while the other person is present.

The person who stopped at the table is not necessarily introduced. In case it is the girl and the newcomer who are introduced, the girl does not rise to her feet to acknowledge the introduction. She always remains seated, except when a much older woman stops to talk.

The person who stops at the table is sometimes invited to sit down, but more often not. Rather, it should be a case of "ships that pass in the night and speak each other in passing."

Elbows and wraps and gloves, handkerchiefs and purses must be kept off the table. No girl with good manners combs her bobbed hair at table over the plates or arranges her hair in any way. As hats are always worn by girls at restaurants, one wonders why this statement is made. Ask the waiter. He sees strange sights. A boy who pulls out a pocket comb at the table is beyond the pale. Lipsticks are taboo in restaurants as in all public places, and so are powder puffs and rouge and all other "first-aid-to-the-complexion-kits."

A boy who acts as host—or as guest—or as fellow boarder, for that matter—should not embarrass the people with whom he is eating by storming at the waiter, ordering dishes returned to the kitchen, or objecting about the price. Neither should girls. Unless a thing is inexcusably wrong, one must accept it at its face value. There is no pleasure for the guest in being made to feel either that the meal was more than the host had expected to pay or that everything was wrong with the meal and the waiter.

Many people rear themselves in their seats and say in the tone of a comic opera despot, "Send me the head waiter!" after which they proceed to state their grievances in loud voices to the amusement and disgust of other persons in the dining room. That is ill bred.

If the man and girl have met by chance in a cafeteria or restaurant, each should pay his or her own bill. If a girl is to meet a boy at a hotel or restaurant, she takes a seat fairly near the door. She must not stand outside or near the door. Instead, she finds a place to sit down while waiting for him. It is the boy's place to seek her out.

If a hat has been checked, or a coat, ten cents is the proper tip for the attendant, and is paid when redeeming the hat.

No one must leave a table while he is still eating, and never must he say one word with food in his mouth.

Proper names must never be mentioned in public. To talk loudly or laugh loudly, to storm at the waiter, to signal across the room to someone, or in any way to make one's self conspicuous is bad manners.

A toothpick should never be used at the table at any time during the meal, or after the meal, in any public place. To many an ignorant person a toothpick jauntily perched in the corner of one's mouth is the equivalent of the swagger stick. A toothbrush would be as good form and would be more effective. Restaurants, cafeterias, and factory lunchrooms which furnish toothpicks to their customers are aiding and abetting a bad practice, which is having its effect in lowering the standards of American manners.

It is not quite fair to hold a table unduly long if the restaurant is crowded, and others are waiting for a table. On the other hand, never dash through a meal, even if the waiter tries to hurry you through. Be in all things leisurely, but especially in eating.

After the finger bowls have been used, one lays one's napkin on the table, unfolded, at the left of the plate.

Never dip fingers or napkin in a glass of water!

The bill is paid to the waiter, or at the desk as one leaves the dining room, depending on the custom at the particular restaurant. Except at cafeterias, a tip is left for the waiter, being 10 per cent. of the bill after

two dollars, but never less than fifteen cents. Some restaurants add the tip to the bill. Some restaurants request "No tipping." One abides by the rules of the place where he is dining.

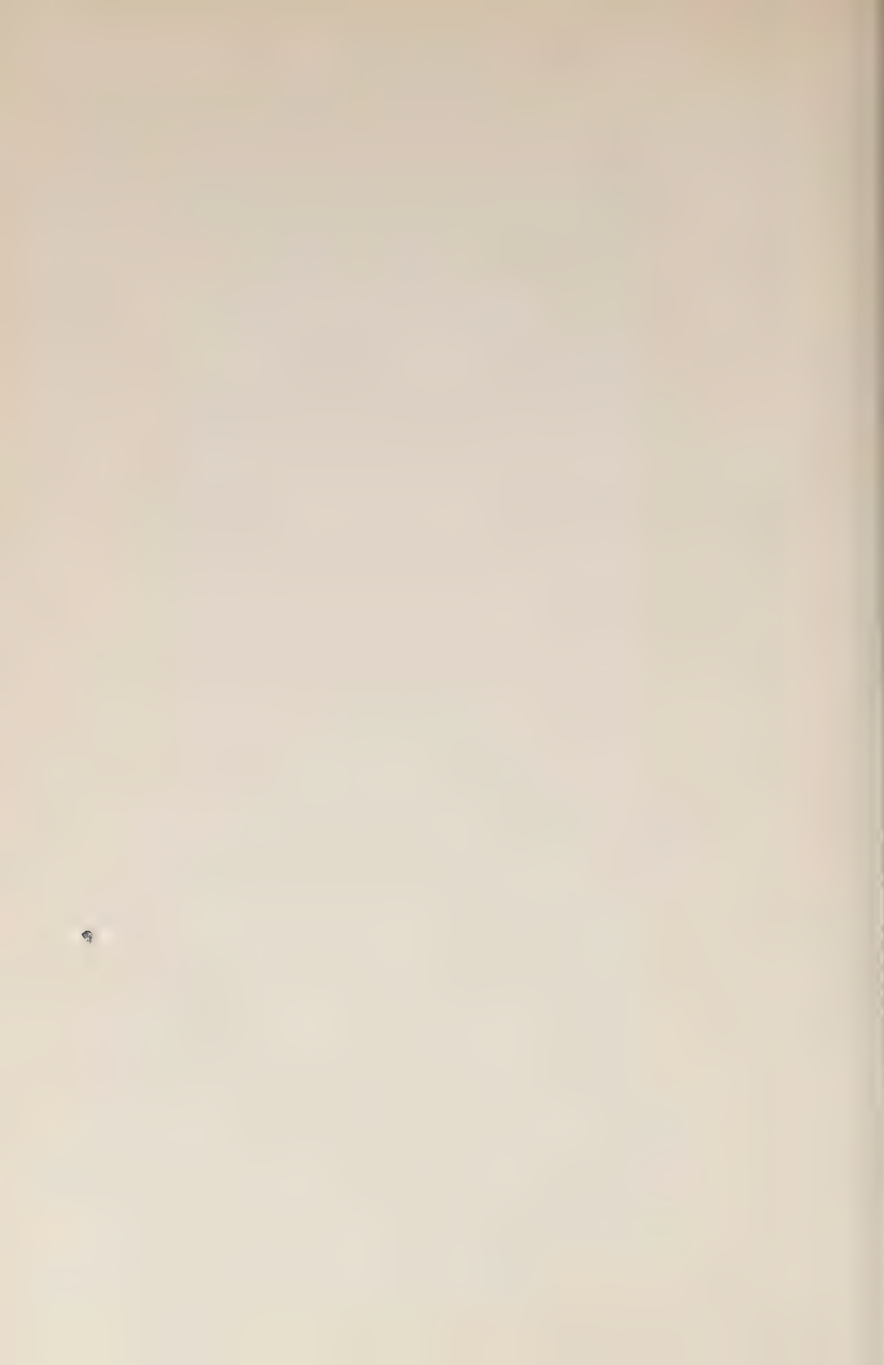
On leaving the table, one pushes the chair slightly but not entirely under the table. The boy assists the girl with her wraps. A girl precedes the boy from the dining room.

A boy *must not* take hold of a girl's arm when entering or leaving the dining room. He *must not* push her along by grasping her elbow. A girl must never take the boy's arm when entering or leaving the dining room. Hands off!

When two girls or more dine together at a restaurant, each intending to pay for her own meal, they adopt one of two methods: Each girl may order her own dishes, or the order may be made out by one girl for all of them. They may each pay the waiter for their meal and each leave a tip, or they may let one of their number pay the bill and pay her later for their share of the meal. But they must avoid arguing over who shall settle the bill, and they must not make a public exhibition of settling their shares of the bill. They must not argue about the amount of the tip. "Ten per cent. of the bill, but never less than fifteen cents" is a safe rule. One pays a premium for dining in a public place. The tip is the premium and must

be given with good grace, even if one does not feel it is deserved.

In case one girl is entertaining another at luncheon, she consults with her guest as to her tastes and then orders the meal and pays the bill.





NEEDLESS TO SAY!



Beware the little foxes which may creep in and destroy the vines of good manners.

CHAPTER XVII

NEEDLESS TO SAY!

THE socially impossible person may have spent many hours and many dollars in dressing with elaborate care, but a breach of etiquette will mark him at once as an undesirable. The general marks of being ill bred all have to do with violation of the laws of cleanliness or of honor. Chief among them are:

Theft, even of trifles such as five-cent pencils and paper.

Telling dirty stories.

Cheating.

Bearing false witness against one's neighbor.

Drinking.

Cheap familiarities.

Unpardonable performances which stamp one as unclean are:

Blowing one's nose without a handkerchief.

Entering a toilet with another person.

Wearing soiled underclothing and stockings.

Picking one's nose.

Cleaning one's ears in public.

Odors of perspiration.

Dirty teeth.

Dirty nails.

Wash bowls and lavatories, both at home and in public places, should be looked upon as a challenge to one's consideration for others and to one's regard for cleanliness. No wash bowl should be left splashed and spattered with soapy or dirty water. The plug should be pulled out and the waste water allowed to flow out completely. Then fresh water should be turned in, to rinse out the bowl.

No one must ever comb his or her hair over any wash bowl. All the signs put up in wash rooms of railroad stations and stores are there because careless

people have ignored the rights of others in the matter of public health and cleanliness.

Every toilet must be flushed immediately after use. Two persons must never enter a public toilet booth together; and in private homes, two persons must not enter or be in the same bathroom or lavatory at the same time.

Never leave a toilet room without having thoroughly washed one's hands. If no individual towels are provided, the hands may be dried by shaking them briskly in the air and massaging them together. Before leaving a toilet room or bath, be very sure that your clothes are completely arranged and adjusted. Twisting and pulling and straightening out one's clothes before strangers, or even friends, stamps one as shiftless and coarse-grained.

Never take off a ring and lay it down to wash your hands. Half the rings which have been lost have gone the way of the wash bowl. Save on plumbers' or detectives' bills, simply by holding fast to that which is yours.

In sleeping cars, persons going to and from the dressing room are expected to be completely covered either with their ordinary clothing or with dressing gown and slippers. At home and at boarding school, nothing less is good form (whether you believe the coast is clear or not). For the sake of the timid or

even moderately reticent soul one meets on the way, put on slippers and bathrobe to travel to and from the bathroom.

At bathing beaches, whether there are rules or not, one should be careful to leave the bath house fully dressed in his or her bathing suit. No one may dress or undress on the beach, even in parked cars. A coat should be worn over the bathing suit if the path from the bath house to the beach is through a street. It is never good form to lie around the beach in a bathing costume when one does not expect to enter the water. No boy should sprawl on the sand with his head in a girl's lap or with his arms wrapped around her, or vice versa. Anything which renders the girl conspicuous must be avoided.

If lunches are eaten at the beach, neither papers nor food should be scattered about the beach.

Other obvious marks of being ill-bred are:

Mannerisms.

Overdressing.

A loud voice or an unpleasant one.

Failure to be courteous to older people.

Questioning the fairness of an award.

Staring people out of countenance.

Rudeness to servants.

Criticism of food.

Calling across the room or across the street.

Putting one's hand on another person. This includes tickling, nudging, patting, even picking off imaginary threads and straightening the hair or the costume of another.

Talking to one of two persons and ignoring the other.

Beware the little foxes which may creep in and destroy the vines of good manners. Actions which seem slight and harmless to the person who perpetrates them, but which offend the beholder are :

Manicuring in public.

Combing hair in public.

Powdering one's nose in public.

Picking one's teeth in public.

Putting fingers in one's nose or ears.

Spitting.

Coughing without covering the mouth.

Putting one's hand over one's mouth when talking, laughing or eating.

Kissing on the street or in public places.

Loud talking.

Walking in front of people.

Watching table games without permission and discussing the play.

These lists, intended to give a bird's eye view of bad manners, are anything except short—but they could be longer. If you will write to the publishers of this book, Doubleday, Page and Company, Garden City, New York, and tell them of an important omission which it would be of real service to readers of this book to know, your suggestion will be published in the next edition of "Etiquette Jr."





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The Fifth Series





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